LOCAL GOVERNMENT SECRETARIAT, KWOI. (TOWARDS PROVIDING A PROTOTYPE DESIGN' FOR LOCAL GOVERNMENT SECRETARIATS IN KADUNA STATE)

BY

KASSIM, TSAHIRU ZOM

A THESIS SUBMITTED TO THE POST=GRADUATE SCHOOL, AHMADU BELLO UNIVERSITY, IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF MASTER OF SCIENCE IN ARCHITECTURE.

DEPARTMENT OF ARCHITECTURE
FACULTY OF ENVIRONMENTAL
DESIGN AHMADU BELLO UNIVERSITY
ZARIA.

NOVEMBER, 1992.

DECLARATION

I Kassim, Tsahiru Zom do solemnly declare that this thesis entitled "Local Government Secretariat, Kwoi," is purely an authetic and documentation of the research that I conducted through the supervision of Mr. A.K. Yeboah for the award of the degree of Master of Science in Architecture of the Ahmadu Bello University, Zaria and that it has not been previously presented either wholly or partly for any degree anywhere.

All quotations have been clearly distinguised by quotation marks while the sources of informations equally acknowledged by means of references.

Author: _____

Kassim, Tsahiru Zom

CERTIFICATION

This thesis entitled Local Government Secretariat Kwoi by Kassim, Tsahiru Zom meets the regulations governing the award of the degree of Master of Science in Architecture of Ahmadu Bello University, and is approved for its contribution to knowledge and literary presentation.

Chairman, Supervisory Committee	25-3-93 Date
S.S Tulpule Member, Supervisory Committee	24031993 Date
Member, Supervisory Committee	24/3/93 Date
Head of Department	Date
Dean, Post-Graduate School	Date

DEDICATION

This thesis is dedicated to late Reuben (Pisco) Musa, who passed away to the Lord in May, 1992. Rest in Perfect Peace with the Lord until we meet at the feet of Jesus Christ to part no more, Adieu.

ACKNOWLEDGEMENT

With thanks to the most high God who has seen me through this thesis, I wish to extend my profound gratitude to those who have contributed to the success of this Thesis. My thanks to my supervisor, Mr. A.K. Yeboah who had been a source of encouragement both Academically, physically and otherwise. I will also like to thank my classmates, friends and room mates who had been a source of encouragement to me during the process of this research uptil now.

I will at this juncture express my sincere gratitude to the Head of Personel and that of works departments in the Kaduna North Local government Secretariat who assisted me in the early part of the research. The same goes for the Head of Building and the Quantity surveyor of Kaura Local government secretariat for their assistance during my research.

I will also like to thank the staff of the Department of Architecture, Ahmadu Bello University Zaria. My thanks to Mr. Madaki and Anto of the Data room of the same Architecture department when I was carrying out part of the research by providing me with books, journals e.t.c. for my use.

Finally, I will like to extend my gratitude to the entire members of my family who had supported me financially, morally and physically throughout my stay in Ahmadu Bello University as a student. Moreover, I will like to thank the following relatives and friends for their moral and financial support and they are:- Mr/Mrs; Zebulun Bulus; Abel Fain; Musa Henry; Jonathan D. Barnabas, Ayuba Leo Gimi; Isa S. Baka; Nuhu Z. Maigida; Emmanuel Dauda and others who I cannot mention. My thanks goes to the following friends who include Mr, Ayuba Ibrahim; Mohammed Kabir and oth rs who supported me both financially and through prayers. May the Lord replenish what you have given to me in a thousand fold, once again I say thank you all.

ABSTRACT

This is intended to give a brief and comprehensive summary of the context of the thesis-

Chapter one involves the brief introduction of what the thesis is all about and it is in this chapter that the defination of a local government is made.

Chapter two talks about local government reforms in Nigeria since 1968 to 1991. It dealt with topics like the Native Authority reforms, the local government reforms of 1976 and explained the causes that led to these reforms.

Chapter three is a brief discussion on Local government Administration in Nigeria. It dealt with topics like, the Personnel Administration, functions of local government and the Administrative structure of local government which is very important for the purpose of the design research.

Chapter four talks about the location of Jaba Local government area, its people and the population figure of the area. It also dealt with existing infrastructure of Kwoi and what the people felt when the local government area was created in 1991.

Chapter five deals with the definition of some terminologies like prototype, space organisation

e.t.c. and how they will be incorporated in the design of the secretariat. It also dealt with the case studies of existing local government secretariat in the state.

Chanters six is a brief discussion on the site and the design concept. It dealt with the site selection, site analysis, the design concept functional relationship and zoning, and the design considerations and objectives-

Chanter seven talks about the scope of the design which include the Departmental offices, Milted facilities and staff proposal for the entire secretariat.

Chanter eight is the summary of the design and it includes the space requirements, design report and conclusion on the thesis.

TABLE OF CONTENTS

	Page
Title Page	i
Dedlaration	ii
Certification	iii
Dedication	iv
Acknowledgement	v
Abstract	vii
Table of contents	ix
List of Tables	xii
List of Figures	xiii
List of plates	xiv
CHAPTER ONE: INTRODUCTION	
1.1 Motivation	1
1.2 Aims and Objectives	2
1.3 Scope and Limitations	2
1.4 What is Local government	3
1.5 Origin of Local government in Nigeria	4
CHAPTER TWO: LOCAL GOVERNMENT REFORMS IN NIGERIA	
2.1 The causes of Reforms	7
2.2 The Native Authority Reforms	8
2.3 The Local government Reforms Law	11
2.4 The New Reforms.	17
CHAPTER THREE; LOCAL GOVERNMENT ADMINISTRATION	
3.1 Local Government Personel Administration	22
3.2 Legislative functions of Local government	24

Page

3.3 The structure of Local government 26

3.4 Local government sources of Revenue 29

CHAPTER FOUR: JABA LOCAL GOVERNMENT

4.1 Location 32

4.2 The people in the Local government 32

4.3 The Importance of creation of Jaba Local government 35

4.4 Demography of Jaba Local government 37

4.5 Existing Infrastructurein ' Kwoi 37

CHAPTER FIVE: WHAT IS A PROTOTYPE DESIGN?

5.1 Terminologies 41

5.2 Case studies 45

5.3 Analysis of case studies 47

5.4 The need for a prototype Design 50

CHAPTER SIX: SITE/CONCEPT 53

6.1 The site 53

6.2 Site Analysis 55

6.3 Design objectives and considerations 58

6.4 Functional relationship and zoning 60

6.5 The design concept 61

CHAPTER SEVEN: THE SCOPE

7.1 The scope 64

7.2 The Departments 65

7.3 The Allied Facilities 67

7.4 The proposed staff of the Secretariat 70

Page

CHAPTER EIGHT: SUMMARY AND CONCLUSION

8.1 Space Requirements 84

8.2 Summary of space Requirements 95

8.3 The Design Report 98

8.4 Conclusion. 102

References. 103

LIST OF TABLES

Table		Page
1.	Mean monthly, maximum and Minimum temperature.	56a
2.	Average wind run per day	56b
3.	Average, Monthly Relative Humidity	56c
4.	Schedule of space requirements.	86

LIST OF FIGURES

Figures		Page
1.	Map showing 30 states in Nigeria	1a
2.	Table showing the 30 states and their Local government areas	4a
3.	Native Authority Administrative committee structure	9a
4.	Local Government Administrative structure	26a
5.	Map of local government in Kaduna state	31a
6.	Map of Jaba local government area	36a
7.	Map of Kwoi Showing the sites	53a
8.	Functional relationship and zoning	60a
9.	Central courtyard concept	62a
10.	Average temperature distribution of Kafanchan	57a
11.	Average Rainfall distribution of Kafanchan	57b
12.	Average Relative Humidity of Kafanchan	57c
13.	Average Wind speed of Kafanchan.	57d

LIST OF PLATES

Plate		Page
1.	An Aerial Photograph of part of Kwoi	37a
2.	A pictorial view of Kaduna North council chamber	47a
3.	A Pictorial view of Jema'a Local government secretariat	48a
4.	A pictorial view of Kaura Local government secretariat	49a
5.	A pictorial view of the vegetation on the site.	56d

CHAPTER ONE

INTRODUCTION

1.1 MOTIVATION

The creation of new states and Local Government areas in 1991 was one of the factors that led to the choice of this Thesis research. New states and Local Government areas means that offices have to be provided to serve as secretariats. To solve the above problem, the Federal Government gave each new state a sume of ₦30 million for its secretariat while ₦5 million was given to each new Local Government area to serve the same purpose.

The other factor is that of having a uniform secretariat design for all the local government areas of Kaduna State. Presently, no single Local government Secretariat in the state is of the same design with another. The result is that the state is faced with a problem of having a uniform construction cost for secretariats whenever new local government areas are created in the state.

The issue of having a uniformly designed Local government secretariat in the state had been deliberated upon but no definite solution has been achieved. The reason is that all the earlier established local government

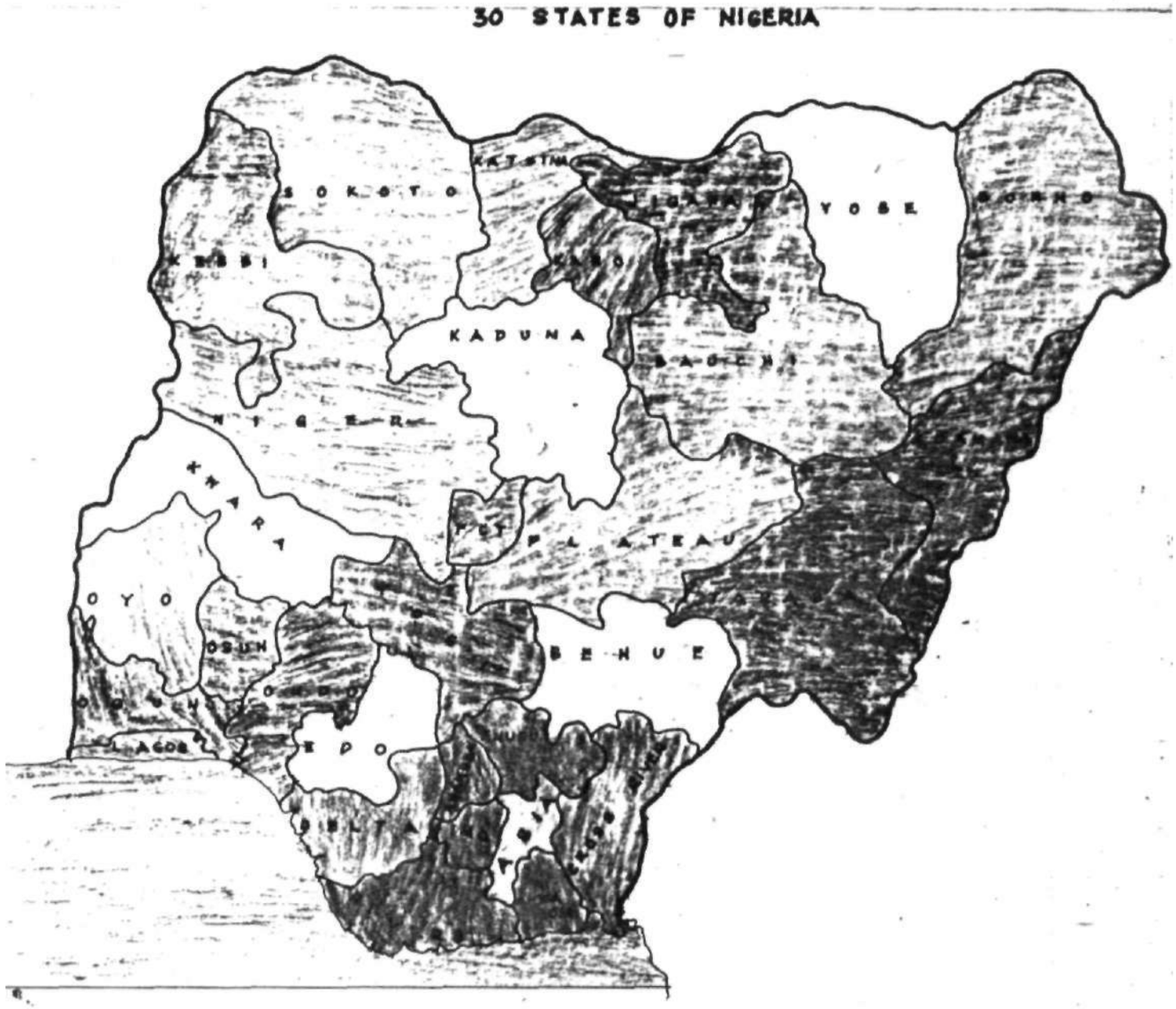


FIG 1: 30 STATES OF NIGERIA (1991)

areas do not have the money to embark on such a project. However this Thesis research is aimed at providing offices for Jaba Local government staff. It is hope that when this research is completed, it will serve as a prototype design for the newly created Local government areas in the state and those that may be created in the future.

1.2 AIMS AND OBJECTIVES

The major aim of the secretariat is to provide office accommodation for Jaba Local government staff. The secretariat will however be designed with the aim of achieving an effective space organisation in offices. Thus when achieved will enhance maximum performance of duty by the local government staff. It is also hope that the Thesis research will make the building of new local government secretariats in the state much easier and of uniform cost during their construction.

1.3 SCOPE AND LIMITATION

The research will involve the case studies of existing local government secretariat in the state. The result of these case studies when analysed, will be applied in the design of the proposed local government secretariat. The limiting factor however is that most of

the existing local government secretariat in the state do not have any documented designs and thus some of the case studies will be in sketched form.

1.4 WHAT IS LOCAL GOVERNMENT?

Local Government has been given different names and definations by different scholars all over the World. For instance, in Britain they are called counties while in United states of America they are refered to as neighbourhood. The defination of Local government however is made to suit the country in which the system is operating. In Nigeria, according to the Guidelines on Local government reforms of 1976, the Local government has been defined as "a government at local level exercised through representative councils established by law to exercise specific powers within defined areas. These powers should give the council substantial control over local affairs as well as the staff and institutional powers to initiate and direct the provision of services and to determine and implement projects so as to complement the activities of state and Federal government in their areas, and to ensure through devolution of functions to these councils and through the active participation of the people and their traditional institutions that local initiative and response to local needs and conditions are

maximised."

The above defination means that local governments are specifically created in Nigeria to govern at the grassroots. It has powers to make bye-laws for efficient and effective provision of services. The local government therefore functions as follows:-

- bring the rural populace closer to the government
- provision of services like social welfare, Health, Education e.t.c. to the people
- providing facilities for the smooth running of state and federal government policies at the grassroots.

1.5 ORIGIN OF LOCAL GOVERNMENT IN NIGERIA

During the colonial era, the Native Authority was introduced by the colonial masters to replace the indigenous Kingdoms which were governing the Natives. These Kingdoms were ruled by Kings and they include the Sokoto caliphate in the North, the Benin Empire, the Oyo Empire e.t.c. The introduction of the Native Authority brought to an end the independence of these Kingdoms and thus the traditional rulers were then serving as a link between the people and the White District Officers.

The Native Authority system of government continued to function even after Nigeria's independence on 1st October 1960. When 12 states were created in 1967 from

The new states and local government areas

The creation of new states on August 27, the sixth anniversary of President Babangida's government was something many had expected. What they hadn't expected where the locations of the states and their capitals. Even more, Nigerians were astounded by the creation of 47 more local government areas. The creation of some local governments was greeted with mixed feelings. May be in response, the government created 89 more local government areas bringing the total to 589. Today we bring to our readers a comprehensive list of the new states and the local government areas.

	STATES	CAPITALS	Local Governments
1	Abia	Umuahia	Ohafia, Ohozara, Onicha, Ukwa, Bende, Aba, Afikpo, Arochukwu, Ikwuano, Umuahia, Isiala-Ngwa, Isuikwuato, Obioma-Ngwa, Aba North, Afikpo South, Ukwa East and Isiala-Ngwa South.
2	Adamawa	Yola	Fufore, Ganye, Gombi, Guyuk, Hong, Mayo-Belwa, Madagali, Maiha Michika, Mubi, Numan, Song, Yola, Jada, Demsa and Shelleng.
3	Akwa Ibom	Uyo	Abak, Eket, Etinan, Ekpe-Atai, Essien-Udim, Ikono, Ikot-Abasi, Ikot-Ekpene, Itu, Mkpat-Enin, Mbo, Nsit-Ubium, Oron, Okobo, Onna, Oruk-Anam, Ukanafun, Uyo, Uquo-Ibeno, Uruan, Etim Ekpo, Iziarumbe, Urue Offiong, Oruko, Ini and Nsit Ibom.
4	Anambra	Awka	Aguata, Anambra, Anaochai, Awka, Idemili, Ihiala, Njikoka, Nnewi, Orumba North Ogbaoru, Onitsha, Orumba, Oyi, Awka North, Onitsha South and Nnewi South. South.
5	Bauchi	Bauchi	Akko, Alkaleri, Bauchi, Balanga, Biliri, Kaltungo, Darazo, Dass, Dukku, Gamawa, Combe, Itas/Gadau, Jama'are, Katagum, Misau, Nafada, Ningi, Shira, Tafawa Balewa, Toro, Yamaltu/Deba, Ganjuwa and Zaki.
6	Benue	Makurdi	Ado, Gboko, Gwer, Guma, Katsina-Ala, Kwande, Konshisha, Makurdi, Oju, Okpokwu, Oturkpo, Ogbadibo, Apa, Ushonjo, Vandeikya, Buruku, Gwer West, and Ukum.
7	Borno	Maiduguri	Askira/Uba, Bama, Biu, Damboa, Dikwa, Gwoza, Kaga, Konduga, Kukawa, Maiduguri, Mobbar, Monguno, Ngali Shani, Magumeri, Mafa, Marte, Kwaya Kusar, Ngamzai, Gubio and Hawul.
8	Cross River	Calabar	Akamkpa, Calabar, Ikom, Obudu, Obubura, Odukpani, Ogoja, Ugep Biase, Boki, Yala, Obanliku, Akpabio, and Ugep North.
9	Delta	Asaba	Bomadi, Burutu, Ethiope, Isoko, Okpe, Sapele, Ughelli, Aniocha, Ndokwa, Ika Oshimili, Warri, Warri North, Ethiope West, Ndokwa East, Ughelli South, Ika North-East, and Aniocha North and Isoko North.
10	Edo	Benin City	Uhon-Moda, Etsako West, Etsako East, Iyekuseku, Ora Agbazilo, Akoko-Edo, Etsako, Okpebho, Oredo, Esan North East, Orhiomwon Ovia, Owan, Esan South East, Esan Central and Esan East.
11	Enugu	Enugu	Abakaliki, Awgu, Enugu, Ezeagu, Ezza, Igbo-Etiti, Igbo-Eze, Isi-Uzo, Ishieku, Ikwo, Izzi, Nkanu, Nsukka, Ohaukwu, Oji-river, Udi, Uzo-Uwani, Enugu South, and Igbo Eze South.
12	Imo	Owerri	Aboh-Mbaise, Ahiazu-Mbaise, Ehime-Mbano, Ezinihitte, Ideato, Ihitte/Uboma, Ikeduru-Isiala-Mbano, Isu, Mbaitoli, Ngor-Okpala, Nkwere, Obowo, Ohaji/Egbema/Oguta, Okigwe, Orlu, Oru, Owerri, Oguta, Orsu, and Ideato South.
13	Jigawa	Dutse	Maigatari, Birniwa, Kiri-Kassamma, Malam-Madori, Kaugama, Gumel, Garki, Ringim, Jahun, Hadejia, Kafin-Hausa, Dutse, Birnin-Kudu, Gwaram, Kazaure, Sule Tankar-Kar, Roni, Babura, Kiyawa, Kaugama, Gwiwa, and Taura.
14	Kaduna	Kaudna	Birnin Gwari, Chukun, Igabi, Ikara, Jema'a, Kachia, Kaduna, Lere, Kaura Zangon Kataf, Zaria, Sobe, Makarfi, Sabon Gari, Jaba, Tudun Wada, Kauru and Giwa.
15	Kano	Kano	Albasu, Bagwai, Bebeji, Bichi, Bunkure, Dala, Dawakin Kudu, Dawakin Tofa, Dambatta, Gabasawa, Gaya, Gezawa, Gwarzo, Kabo, Kano Municipal, Karaye, Kumbotso, Kura, Minjibir, Nassarawa, Rano, Rimin Gado, Shanono, Sumaila, Takai, Tsanyawa, Tundun Wada, Ungogo, Wudil, Madobi, Doguwar Giginya, Tofa and Warawa.

Citizen, September 30, 1991

FIG 2: 30 STATES AND THEIR LOCAL GOVT AREAS

16	Katsina	Katsina	Batsari, Bakori, Bindawa, Daura, Dutsinma, Faskari, Funtua, Ingawa, Jibia, Kaita, Kankia, Kankara, Katsina, Malumfashi, Mani, Mashi, Musawa, Rimi, Safana, Zango, Kurfi, Danja, Matazu, and Batagarawa, Kafur
17	Kebbi	Birnin Kebbi	Argungu, Arewa Dandi, Bunza, Jega, Maiyama, Suru, Yauri, Bagudo, Zuru, Sakaba, Wasagu, Ngaski, Birnin-Kebbi, Gwandu and, Koko/Besse.
18	Kogi	Lokoja	Ankpa, Bassa, Dekina, Idah, Ofu, Olamaboro, Okene, Oyi, Okehi, Yagba, Adavi, Ajaokuta, Ijumu, Yagba West, and Kogi.
19	Kwara	Ilorin	Baruten, Offa, Asa, Edu, Ifelodun, Ilorin, Irepodun, Kiama, Moro, Oyun, and Ilorin South. 王Kubi
20	Lagos	Ikeja	Agege, Badagry, Ibeju/Lekki, Epe, Eti Osa, Ikeja, Ikorodu, Lagos Island, Lagos Mainland, Mushin, Ojo, Shomolu, Alimosho, Oshodi/Isolo, Surulere.
21	Niger	Minna	Agaie, Chanchaga, Gbako, Lapai, Kotangora, Lavun, Magama, Rafi, Shiroro, Suleja, Borgu, Wushishi, Rijau, Agwara, Bida, Patikoro, Bosso, Gurara, and Mokwa.
22	Ogun	Abeokuta	Abeokuta, Ado-Odo/Ota, Egbado North, Egbado-South, Ifo, Ijebu Ode, Ijebu-East, Obafemi, Owode, Odeda, Ogun, Water Side, Remo, Abeokuta South, Odogbolu and Ikenne.
23	Ondo	Akure	Ado-Ekiti, Akoko-North, Akoko-South, Akure, Ekiti-East, Ekiti-West, Ekiti South-West, Idanre/Ifedore, Ido/Osi, Ifesowapo, Ikale, Ikare, Ijero, Ikole, Ilaje, Irepodun/Ifelodun, Isokan, Moba, Ondo, Ose, Owo, Oye, Ileoluji-Oke, Igbo, Odigbo, Ifedore, Irele and Akoko North-West.
24	Osun	Osogbo	Ayedade, Ayedire, Atakumosa, Boripe, Ede, Egbedore, Ejigbo, Ife Central, Ife-South, Ife-North, Ifelodun, Ila, Ilesa, Irepodun, Irewole, Iwo, Obokun, Odo-Otin, Olorunda, Oriade, Ola-Oluwa and Osogbo.
25	Oyo	Ibadan	Ibadan North/West, Ibadan North East, Ibadan South East, Ibadan South West, Afijio, Akinyele, Egbeda, Ibadan, Ibarapa, Ido, Ifedapo, Ifeloju, Iseyin, Irepo, Kajola, Lagelu, Ogbomoso, Ogo-Oluwa, Ona-Ara, Oluyole, Orelope, Orire, Oyo, Surelere and Ogbomosho South.
26	Plateau	Jos	Akwanga, Awe, Barkin Ladi, Bassa, Jos, Karam, Keffi, Lafia, Langtang, Mangu, Nasarawa, Pankshin, Guan/Pan, Shendam, Wase, Langtang-South, Jos North, Nassarawa Eggon, Toto, Karu and Obi.
27	Rivers	Port Harcourt	Ahoada, Asari-Tori, Bonny, Brass, Degema, Etche, Gokana/Tai/Eleme, Ikwere, Khana/Oyigbo, Obio/Akpor, Okrika, Port Harcourt, Sagbama, Yenagoa, Ogba/Egbema/Ndoni, Abua/Odual, Southern Ijaw, Akukutoro, Ekeremor, Emuoha, Oyigbo, Andoni/Opobo, Ogbia and Gokana.
28	Sokoto	Sokoto	Anka, Bodinga, Bungudu, Dange-Shuni, Gada, Goronyo, Gumi, Gusau, Gwadabawa, Ilela, Isa, Kaura-Namoda, Kware, Maradun, Rabah, Sabon-Birni, Silame, Sokoto, Talata-Mafara, Tambawal, Tangaza, Sauri, Tsafe, Wamako, Wurno, Yabo, Zurmi, Bukkuyum, Binji and Bakura.
29	Taraba	Jalingo	Bali, Gashaka, Jalingo, Karim-Lamido, Donga, Wukari, Takum, Sardauna, Yorro, Zing, Ibi, and Lau.
30	Yobe	Damaturu	Gujba, Fika, Nangere, Fune, Damaturu, Bade, Geidam, Yunusari, Machina, Nguru, Yusufari, Jakusko, and Dapchi.

Citizen, September 30, 1991

the former regions, the following year, the name Native Authority was changed to Local Government. However the council membership consisted of the Traditional rulers who were indigenes of the local government areas.

The Local Government reform laws was introduced in 1976 due to the fact that there were a lot of problems in the former system of local government administration. These problems include non-uniformity in local government administration through out Nigeria, Poor performance of the functions which the local governments were created for by the traditional rulers and misrepresentation of the people by their traditional rulers to the state and Federal governments.

Nigeria had since 1967 been divided and sub-divided into new states and local government areas. The most recent states and local governments creation took place on Tuesday, 27th August 1991 on the 6th anniversary of General Ibrahim Badamasi Babangida's regime. On this occassion, 9 new states and 47 Local government areas were created. Two weeks later an additional 89 local government areas were created bringing the number of Local government areas in Nigeria to 589.

The creation of new local government areas in Nigeria make it possible for 5 new ones to be added to

Kaduna State bringing the number to 18. Jaba Local Government area was curved out of Jema'a local government and has its headquarter at Kwoi. Other new local governments in the state include; Makarfi with headquarter at Makarfi; sabon Gari with headquarter at Sabon Gari; Tudun Wada (Kaduna South) with headquarter at Makera and Giwa with headquarter at Giwa.

CHAPTER TWO

LOCAL GOVERNMENT REFORMS IN NIGERIA

2.2. THE CAUSES OF REFORMS

Local Government in Nigeria has undergone three major reforms since its inception and these occured in 1968, 1976 and 1991. The major causes of these reforms was to reorganise the Local Government so that it can function effectively. The Native Authority reforms of 1968 took place as the result of the banning of political activities in 1966. Elective representation of members which was introduced in 1963 was terminated as a measure to restrict political activities. The reform actually did not impose a new system of Local Government but rather legalised and modernised the already existing system of Government.

The Local Government reforms law took place in 1976 and was a result of the need to have a uniform system of Local Government throughout the country. Prior to the reforms, each State operated the system of government it felt that will lead to its development. The old system of local government administration which was made up of traditional rulers and appointed members had a lot of defects. One of such defects was the problem of administering the country properly by the Federal government due to the fact that each local government had its own system of government.

The State governments were not able to effect changes in the local government due to the stiff opposition they got from the Traditional rulers within the State. In order to avoid any opposition from the traditional rulers, the federal government announced that the reforms was an important exercise aimed at preparing the country for the return to civil rule.

The major cause of 1976 reforms can therefore be summarised as the demand for the removal of traditional rulers from the policy making body of the local government (council); Lack of sufficient finances to carry out their functions and coupled with inadequate qualified and efficient staff had a bad toll on the functions of local governments. Excessive politiking made the modest progress of the local government practically impossible.

The most recent local government reforms was that which took place in 1991 and was aimed at making the local government Autonomous in its functions. In the former system of government, the power of local governments were restricted and thus they could not perform well. The major cause of the reforms was to reduce the problem of financing of local governments by the State government.

2.2. THE NATIVE AUTHORITY LAW

The Native Authority law was amended and consolidated in 1968. It was a revised edition of the laws of Northern Nigeria and was applied within the Northern States. It did

not impose a new system of government but rather legalised and modernised the system of government which existed in the Northern States. Before the ban on politics, the council was consisted of elective representation from different parts of the Native Authority.

PHYSICAL STRUCTURE:- The physical structure of the Native Authority was made up of three types and they functioned in almost the same pattern. The first type was the single unit Native Authority which was made up of one large area under the domain of a traditional ruler. It had districts attached to it but they did not function as sub-Native Authorities, examples were Kano and Zaria Native Authorities. The second types was the federated Native Authority which was made up of sub-Native Authorities and each has its own traditional ruler or chief. This type of Native Authority was formed as a result of smaller sub-Native Authority comming together to form a Native Authority. Examples were Jema'a federation in the former North central State and Akwanga federation in the former Benue-Plateau State. The last type was the Native Authority without districts and was under the domain of a traditional ruler or chief. Examples of such Native Authority include Birnin Gwari in the former North central State and Jama'are in the former North Eastern State.

POLITICAL STRUCTURE:- This was made up of either of the following:- chief-in-council, a chief-and-council, a council, and finally a group of persons. Most of the Native Authorities consisted of a chief-in-council and the chief being a

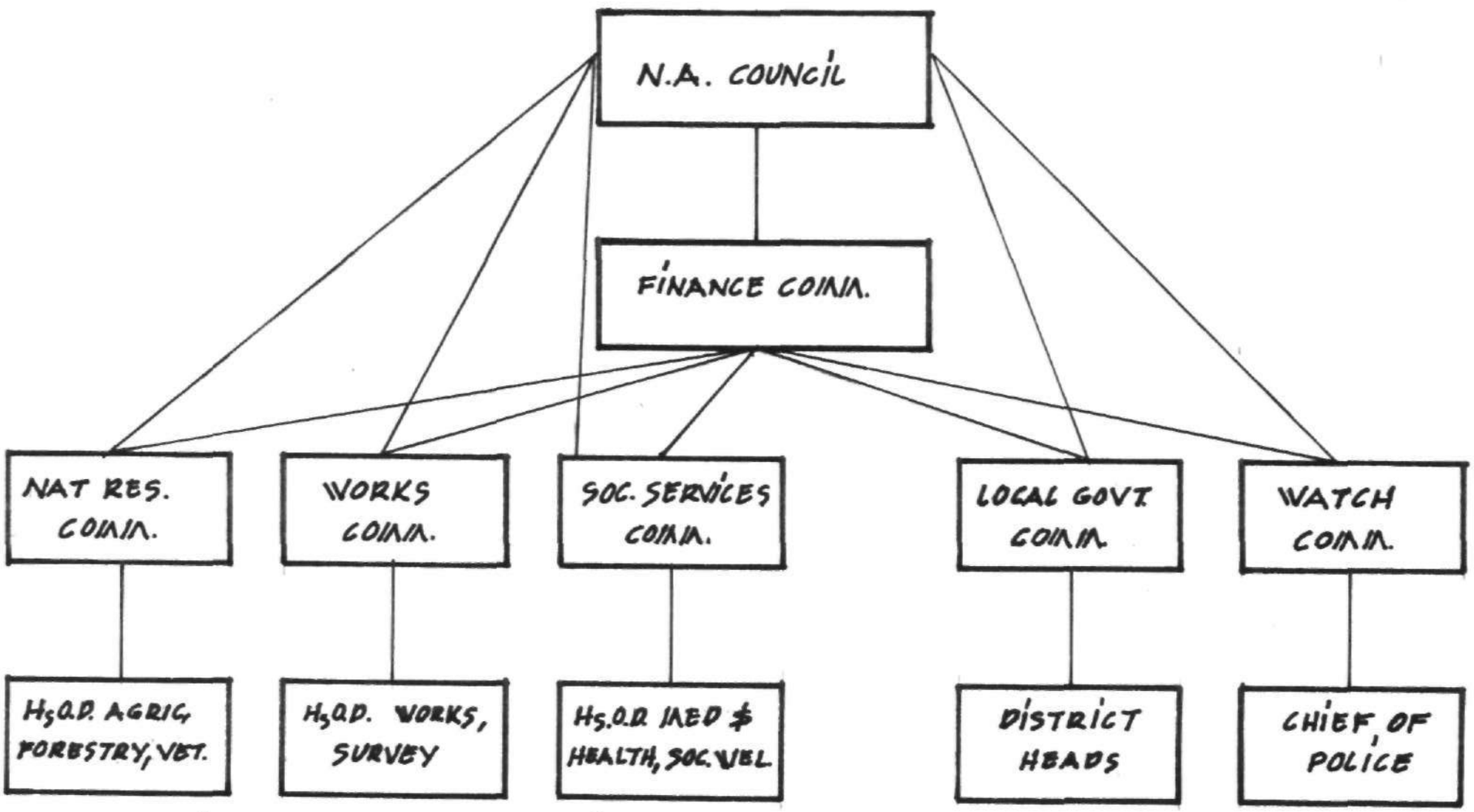


FIG 3: NATIVE AUTHORITY ADMINISTRATIVE COMMITTEE STRUCTURE

traditional ruler had his appointment approved by the State governor. The importance of the chief was seen from the fact that he presided at all the meetings and has a casting 'vote (not an original one). He may not under certain circumstances takes decisions without prior discussion with the council. However, he may make a decision contrary to the advice of the council but has to report the matter with reason to the State government. In a chief-and-council there was no such powers given to the traditional leader, though he presided at council meetings and has both original and casting vote. Councils usually existed were a number of smaller Native Authorities have federated and the charimanship of the council was rotated among the different chiefs of the subordinate Native Authorities. The subordinate Native Authorities have initially the same powers as a Native Authority but these powers were restricted by making a vesting of power order. In the group of person system, a sole chief or Administrative officer was appointed as sole Authority of the Native Authority. In Nigeria there was no such Native Authority and thus the appointment of a sole chief was done following the dissolution of a council to act as a "caretaker" until a new authority was established. The power and functions of Native Authority included the provision of services, maintenance of law and order, commercial undertakings educational, and health facilities.

AIMS AND OBJECTIVES:- The major aims and objectives of the Native Authority reforms of 1968 were as follows:-

(i) To improve the system of Native Authority administration in the country.

(ii) To restrict the activities of politicians.

(iii) To improve on the source of revenue like health, good roads, water e.t.c. to the people through their district or village representation.

2.3. THE LOCAL GOVERNMENT REFORMS LAW

The local government reforms law was enacted in 1976 by the Military administrators of the country. Unlike the Native Authority law of 1968, it brought total change in the local government administration. The position of the traditional leaders as chairmen of the council was abolished and membership was based on elective representation. The law was enacted as a measure to have a uniform type of local government administration throughout the country thereby enhancing the development of the rural people. Also the old system of government had a lot of deficiencies which have to be corrected and thus the local government reforms law was included in the constitution of the country in 1978.

PHYSICAL STRUCTURE: The 1976 reformed local government system differed from the pre-1976 system and most of the statutory and public service functions were fused and vested in the local government. This was done to enable the local government system "to be identified measured and coordinated". The local government was to have their own powers, sources of revenue and functions as was defined in the State Edict which established them. The 1976 local government reforms was

therefore designed primarily to correct the following deficiencies inherited in the old system:-

(i) Continuous reduction in the powers and functions of local government.

(ii) Encroachment upon normal exlusive preserves of the local government.

(iii) Lack of adequate fund by the local government.

(iv) Inadequate staffing arrangement necessary for a virile local government system.

The guiding principles upon which the local government reforms were based include the following:-

(i) That there should be a standard approach to re-structuring local government throughout the country in a national system, but with sufficient flexibility to accomodate the needs of differing localities.

(ii) The local government bodies should employ the right calibre of staff working within an effective organisational structure to execute policies of bringing better services.to the communities.

(iii) Political participation of grassroots of our societies.

(iv) The stability of the local government system through appropriate legislation.

(v) Creation of primary laocal government councils being single-tier organs with distinct boundaries, defined population range (150,000-800,000) and self-sustained budgets; so that local government system with a given area can be identified, costed and coordinated.

POLYTICAL STRUCTURE: The reformed local government of 1976 differed from the pre-1976 political structure and the council represe..tation was based on elctive representation. It was required that about seventy-five percent (75%) of the members should be elected while the remainig twenty-five percent (25%) be appointed by the State government. The council would consist of a chairman and members and recommended for approval to the State government. He is the political head of the local government.

The normal life span of councils is three (3) years and if it so happens that there is a case of mal-administration prefered against the council, the State's governor is empowered to dissolve it and order for fresh elections. Such elections may be preceded by the appointment of caretaker to oversee the activities of the local government before a new one is inaugurated. The reforms guidelines by the federal government allows for the appointment of two committees i.e. the Education committee and finance and general or all purpose committee. The council has however been empowered to appoint other standing ad-hoc committees as they deem it necessary for the efficient administration of the local government area. Provision is also made for the appointment of supervisory councillors to be the political heads of departments.

The reforms made provision for the appointment of secretary to the local government. He should be the chief executive of the local government and he was responsible for the coordination of all the activities of the local government. He summoned all meetings of all the committees and

that of the council. All other heads of departments were directly responsible to him and he in-turn was responsible to the council and the chairman. Another feature of the reforms which was of great significance was the removal or separation of the traditional rulers from the council (political scene). However a traditional council was established for them which is composed of the traditional rulers, the chairman of the local government and any other person so appointed by the State governor. The council was charged with the responsibility of appointing and disciplining all traditional title holders e.g. the District and village heads. In the constitution of 1978, this power now rest on the State governor who can appoint and discipline traditional rulers.

AIMS AND OBJECTIVES: The principal aims of the local government as spelt out in the 1976 local government reforms were:

(i) To make appropriate services and development activities responsive to local wishes and initiatives by developing or delegating them to local representative bodies.

(ii) To facilitate the exercise of democratic sel-government close to the local levels of our society and to encourage initiative and lead rship potential.

(iii) To mobilise human and material resources through the involvement of members of the public in their local development.

(iv) To provide a two way channel of communication between local communities and government(both State and federal).

The objectives and needed goals of the 1976 local government reforms are as follows:-

(i) To harness local resources, human and material resources for the rapid economic and social development at grassroot level of government.

(ii) To make available basic necessities such as rural electricity, water supply, road and inland water transport, health facilities e.t.c.

(iii) To undertake small scale projects based on local materials such as bricks and block industries, foundaries and agro-allied industries particularly in communities.

(iv) To explore all sources of revenue beyond traditional property and other rates in order to ensure the survival of the local government.

DIFFERENCE BETWEEN LOCAL AND CENTRAL(FED. OR STATE)GOVERNMENT

There are two (2) major differences between the central and local governments they are:-

(i) Local government bodies are created by and derived their powers from the State government (i.e. they are derivatives and not sovereign) but they spring from the local communities of which they should be representative.

(ii) They are considerably nearer to the majority of citizen than State government, let alone the federal government.

THE LOCAL GOVERNMENT SERVICE COMMISSION (BOARD)

A very significant aspect of 1976 local government

reforms was the formation of the local government service board. The board became responsible for the general welfare of all local government staff. In the former system, the local government were responsible for the appointment and dismissal of their staff. The system led to a lof of problems which affected the general development of the local government and thus the formation of the local government service board.

The former local government system could not provide the needed services which was vested on it. Its staff were under-qualified, underpaid, insecured and without career prospects. In order to attract and retain the services of proper calibre of staff, the local government staff should have good conditions of sefvice. Moreover, lack of good staffing hindered the attainment of the expected functions of the local government. Because of the need for well qualified staff, status of local government staff and ensure security of office through their established local government service Board.

Local governments were given the powers concerning the appointment and dismissal of staff whose salary grade levels were 01-05 without refering the matter to the local government service board. However, an affected staff could make his petition against it to the Board if he feels that he was being treated unfairly. Generally, the local government service Board had the power to confirmed appointments,

dismissal, promotion and transfer of council officials. The Board also exercises general disciplinary control over local government staff irrespective of salary grade level.

2.4. THE NEW REFORMS:

The new reforms in the local government administration was announced by the President of Nigeria, general Ibrahim Badamasi Babangida in his 1992 Budget speech. Like the 1976 reforms, it brought a lot of changes in the operation of the local government. One of the changes that took place was the abolition of local government service board which was enacted in 1976. Instead, the power was vested into the hands of the chairman of local government to perform the functions of the defunct local government service Board. Another msjor change was that which every local government in the country was to operate within the context of federal autonomy of three-tiers of government in conformity with the presidential system. The changes were made as measures to correct some of the deficiencies that were obtainable in the former system of government. Also it was made to enhance the rapid development of the nople at the grassroot level through their full participation in the affairs of the local government.

PHYSICAL STRUCTURE: This differed slightly with the system in the old local government reforms of 1976. In the present reforms, every local government is a federal constituency and has the power to operate as an autonomous body. Moreover, every local government in the country will be given a twenty

percent (20%) grant-in-aid from the federal government to carry out their projects. This measure is aimed at reducing the problems which the local government had when they were funded by their State governments. Apart from the federal government grant, each local government was given the power to look for alternative ways of revenue genration and to find ways which it will adopt to function effectively.

The major reasons for the 1991 reforms was to correct the following deficiencies in 1976 reforms:-

(i) Lack of adequate funding of local government by the State governments.

(ii) Encroachment into the powers of the local governments by the State governments.

(iii) Lack of cooperation between the local government executives and the local government service board.

POLITICAL STRUCTURE: The political structure of 1991 reforms did not differ much from the previous one. However, power was vested into the hands of the chairman of the council which included: the appointment, promotion, dismissal and the coordination of staff within the local government. Presently, the chairman has the power to appoint and dismiss a staff from salary grade level 01-13, once that staff is found guilty of any offence. The Vice-chairman has also been given more powers, in the former reforms, he was in-charge of supervisors. In the present reforms, the chairman and vice-chairman post is based on election which is carried out by the people in the local government area as against

that of 1976 reforms which was done through appointment by council members. A major political aspect of this reforms, this was done by the Secretary of the local government. Finally, with the abolition of the local government service Board, the overall appointment of secretary and other executive staff of the local government is now vested on the chairman of the local government. It is to be noted however, that due to political inclination of the chairman, these appointments may not be based on merits but on "party-platform" and this may affect the development of the local government area. Also the appointment of local government may become politicised and will be to the detriment of the people since the chairman cam dismiss any staff who is not a member of their political party on the slightest provocation.

AIMS AND OBJECTIVES: The principal aims of the 1991 reforms are as follows:-

(i) To allow local government to operate within "the context of federal Autonomy and the provision of the constitution.

(ii) To solve the problems resulting from "divided loyalty" by the local government staff vis-a-vis their chief executive and local government service Board.

(iii) To allow for the appointment of local government staff within its locality as against that obtained in the former system of government.

iv. To enhance the full cooperation between the Local government staff and the people of the Local government area.

The objectives of the reforms and its goal are as follows:-

i. To enhance the rapid development of local governments through their operation as A Autonomous bodies.

ii. To develop the Human and materials resources of the rural people through their participation in the administration of their Local governments.

iii. To encourage active participation of the people in small scale projects through communal work and their local government.

iv. To improve the living conditions of the people through the provision of electricity, water supply e.t.c.

v. To explore possible ways of revenue generation in the local government through the involvement of the rural populace so as to ensure the continious existence of the local Government.

MORE REFORMS ON LOCAL GOVERNMENT

Apart from the major reforms which took place on 1st January 1992, subsiquent reforms on Local Government have taken place. The most recent reform was the reintroduction of the Local Government service Board by the Federal Government. The reasons given for the re-establishment of the Local Government Service Board were as follows:-

- The Chairmen of the Local Government were using the powers vested on them for political vendata.
- The appointment of staff which used to be on merit was politicised by Local government Chairmen.
- The Local government chairmen were misusing the autonomy given to them which led to conflict between them and states government.

CHAPTER THREE

LOCAL GOVERNMENT ADMINISTRATION

3.1 LOCAL GOVERNMENT PERSONEL ADMINISTRATION

The Local Government administration or Executive arm forms the governing body of the local government and it is made up of the followings:- The Chairman, Vice-Chairman, Councillors, Head of Administration, Secretary and Heads of Departments. They see to the day to day affairs of the local government staff and other organisations directly under the local government.

3.1.1 THE CHAIRMAN

The Chairman is the overall head of the local government and is incharge of appointment, promotion.and dismissal of any staff in the local government. He also coordinates all the activities of the local government and all the staff are answerable to him. The local government Secretary works directly under the Chairman and he serves as the 'eye' of the Chairman in all the departments in the local government.

3.1.2 THE VICE-CHAIRMAN

The Vice-Chairman is answerable only to the Chairman of the local government. He acts as the chairman of the local government when the chairman is not on duty or when he travels out. The Head of Personel and that of Finance work directly under the Vice-chairman.

3.1.3 THE COUNCILLORS

They are the elected representative of all the wards in a local government and they form the Council. Their election just like that of the Chairman and Vice-chairman is done by the people of the local government. They are the decision making body of the local government and the Council is headed by the local government chairman.

3.1.4 HEAD OF PERSONEL

The entire administration of the local government is carried out by the Head of Personel. In the past, it was the carried out by the Secretary to the local government but the 1991 reforms made provision for the office of the Head of Personel. He works directly under the Vice-Chairman of the local government.

3.1.5 LOCAL GOVERNMENT SECRETARY

The local government Secretary is incharge of the legal, security and information units of the local government. He summons all staff meetings and works directly under the Chairman and the Council.

3.1.6 OTHERS

Other administrative arm of the local government are the Departmental Heads or Supervisors and they are:- Head of administration who is incharge of the Administrative department; Head of Works who controls the Works Department; Head of

Finance who is incharge of the Finance Department; Head of Health who is incharge of Health Department; Head of Education who controls Education Department and the Head of Agriculture who is incharge of Agriculture Department. Finally there are staff like Clerks, Cleaners, Mechanics, Technical Officers, etc. and they work under their different Heads of Departments.

3.2 FUNCTIONS OF LOCAL GOVERNMENT

Every local government in Nigeria has been empowered to perform some legislative functions to the people under its jurisdiction. Among these functions as spelt out in the local government edict of 1979 are the following:-

(i) The consideration and making of recommendations to the State Economic Planning Board on the economic development of its area of authority.

(ii) Implementing the economic development programme of its area of authority as approved by State Economic Planning Board.

(iii) Collection of rates, radio, liquor and Television licenses.

(iv) Establishment and maintenance of cemetries, burial grounds and home for destitude or infirm.

(v) Licensing of bicycles, trucks, canoes, wheel barrows, and carts.

(vi) Establishment, Maintenance and regulations of markets, motorparks and public conveniences.

(vii) Construction and Maintenance of roads, streets, drains and other public facilities as may from time

to time be prescribed by the House of Assembly of the State.

(viii) Naming of streets, roads and numbering of houses.

(ix) Refusse disposal.

(x) Registration of all births, marriages and deaths.

(xi) Assessment of houses, or tenement for the purposes of leying rates as may from time to time be prescribed by the House of Assembly of the State.

(xii) Control and regulations of:

(a) Outdoor advertisement and boarding,

(b) Movement and keeping of pets of all description,

(c) Shops and Kiosks

(d) Restaurants and other places for the sale of food to the public,

(e) Laundries,

(f) Night parties in public places other than religious or traditional night parties.

(xiii) Street lighting

(xiv) Control of vermin

(xv) Slaughter houses and slaughter slabs

(xvi) Maintenance of traditional offices.

In addition to the functions mentioned above, other responsibilities of the local government include the participation in the following matters:

(i) The provision and maintenance of primary education and adult aducation.

(ii) The development of agriculture and natural resources other than the exploitation of minerals.

(iii) The provision and maintenance of Health services.

(iv) Sanitary inspection, sewage and night soil disposal.

(v) The provision and maintenance of community recreation centres, amusement parks, playing grounds, gardens and open spaces.

(vi) Licensing, supervision and regulation of eating houses.

(vii) Information and public enlightment

(viii) Provision of Public Libraries and reading rooms.

(ix) Agricultural and Animal Health extension services and veterinary clinics.

(x) Rural and semi-urban water supply.

(xi) Fire services

(xii) Support for arts and culture

(xiii) Control of pollution.

(xiv) Prevention of crimes within its area of authority.

(xv) Engagement in any form of trade, commerce or industry.

3.3 THE STRUCTURE OF LOCAL GOVERNMENT

The local government structure is divided into two major units for the purpose of carrying out its function and they are:

(A) Administrative Structure and

(B) Committee Structure.

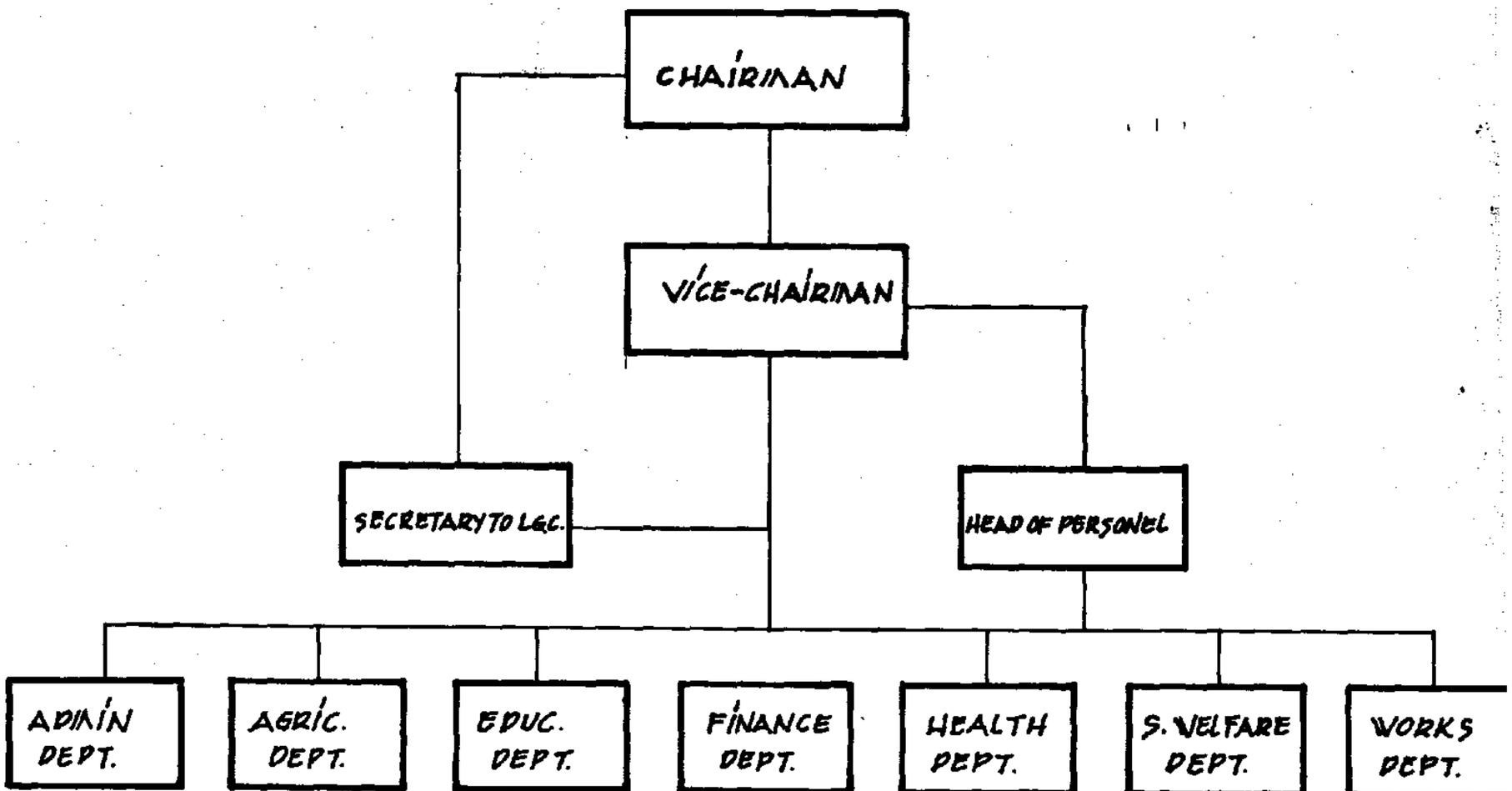


FIG 4: LOCAL GOVERNMENT ADMINISTRATIVE STRUCTURE

(A) ADMINISTRATIVE STRUCTURE:

This consist of the general administration of the local government which is headed by the Chairman of the local government. It is made up of the Chairman, Vice-chairman, Councillors, Head of Administration, Secretary and the departmental Heads.

(a) Chairman's Office:- This is under the headship of the local government Chairman. The Secretary works directly under the Chairman and thus the final decision in the local government is from this office.

(b) Vice-chairman's office: It is from this office that the financial and commercial activities of the local government is carried out. It is under the headship of the Vice-chairman of the local government.

(c) Head of Personel Office:- This office is charged with the responsibility of the overall administration of the local government. The Heads or Supervisors of all the Departments in the local government report directly to this office while the Head of Personel reports in person to the Vice-chairman of the local government.

(d) The Departments:- For the purpose of executing its functions effectively, the local government administration is divided into departments. The departments work directly under the Head of administration and they are as follows:-

(i) The Administrative Department:- It is charged with the responsibility of staff training, discipline,

and promotion. It coordinates all the administrative functions of the local government.

(ii) Works Department:- It is charged with the overall resoonsibility of construction, Maintenance and supervision of all physical projects of the local government. It also carries out the implementation of all technical programmes.

(iii) Health Department:- It implements both the sanitation policy and medical programmes of the local government. It comprises the Environmental Health Services Section, Medical and Vital Statistics (Birth and Death registration) Sections.

(iv) Social Welfare Department:- It uplifts the well-being of the people within its jurisdiction through the implementation of its social programmes. It comprises sports, marriage-registry, market and parks, cemetry sections.

(v) Education Department:- It handles all aspects of Councils' functions that relate to education. It organises and con rols primary and adult education schemes at local level. It recruits primary school teachers, and their salaries is part of its sole responsibility.

(vi) Finance Department:- It is charged mainly with all financial transactions of the local government which include the payment and receiving of money

from the public. It also devices means of collecting revenue and finances the local government projects.

(b) COMMITTEE STRUCTURE

This is not a major part of the local government but is set up from time to time to carry out some functions like promoting mass literacy the the development of the local government. A local government is allowed to set up only two standing committees but may add other committees as the need arises. The two standing committees are: the Education Committee and the Finance and General or all purpose Committee. Other committees which can be set up as the need arise are:- the Works, Health, Police, Agriculture and Social Welfare. These committee when set up are given the power by the Council to look into problems facing the local government and come up with possible solutions to these problems. These ad-hoc committees work under the headship of the Head of Departments which they are set up to serve and they are the Chairmen of such committees.

3.4 LOCAL GOVERNMENT SOURCES OF REVENUE

The local government as an autonomous body is expected to finance some of its projects without solely depending on the State or Federal government. Apart from the twenty percent (20%) Grants-in-aid from the Federal government to be given to the local government, every local government is supposed to finance its projects locally. In light of

the above, the local government has been given the power to obtain revenue and other funds through the followings:-

(a) All sums of money or funds which are lawfully in the possession of the Council on the appointed day.

(b) Revenue accruing to the local government from community tax and rates imposed by the Council from the following sources:-

(i) Sums of money derived from community tax, and rates imposed by the Council.

(ii) Sums of money payable to the Council under the provisions of any other investiment.

(iii) Sums of money derived from licenses, permits, dues, charges or fees specified by bye-laws or rules made the Council.

(iv) Receipts derived from any public utility concern or any service or undertaking belonging to or maintained by the Council in whole or in part.

(v) Rents derived from letting or leasing or any building or land belonging to the Council.

(vi) Statutory allocations or grants-in-aid out of the general revenue of the country or of the State or other public revenue.

(vii) Any sum of money which may lawfully be assigned to a Council by any public corporation.

(viii) Interest obtained on the investment of funds of a Council.

(ix) Such sums of money as may be granted to a Council by any other Council.

(x) Such sums of money as may be paid to a Council by a joint board.

18 LOCAL GOVT. AREAS OF KADUNA STATE



FIG 5: LOCAL GOVT. AREAS OF KADUNA STATE

CHAPTER FOUR

JABA LOCAL GOVERNMENT

4.1. LOCATION

Jaba Local Government area is located in the southern part of Kaduna State. It was carved out of Jama'a local government area and covers a fairly large area. It is bounded to the North by Zangon Kataf local government; to the East by Jama'a local government to the West by Kachia local government and to the South by Plateau State. Jaba local government area is made up of four Districts, namely: Kwoi District, Nok District Ankung District and Daddu District. The headquarter of Jaba local government is at Kwoi which is the place of residence of the Chief of Jaba. It is the largest town in Jaba local government area and has been an administrative centre long before Nigeria attained its independence in 1960. Jaba local government is made up of ten wards which produced ten councillors to administer the local government pol tically. These wards are: Nduyah, Fai, Nok, Chori, Daddu, Samban, Fada, Sabcem, Sab-zuro and Dura/Bitaro.

4.2. THE PEOPLE OF THE LOCAL GOVERNMENT AREA

The people of the local government area is the Jaba or Ham tribe and they make up the largest percentage of the population. Other tribes who are traders and civil servants are the Hausa, Yoruba, Ibo, Fulani, Kaje, Moroa etc., made up the immigrant population.

These group of people are very few in number and they have little impact on the political affairs of the local government area.

The origin of Jaba tribe is not certain "but recent findings show that the Ham tribe belongs to the Niger-Congo linguistic family. The Ham tribe fall within a sub-group: the Benue-Congo Bantu speaking tribe of West Africa". 1.

Like many other tribes or people of Nigeria, the Ham tribe have several versions of their place of origin. One theory states that the Ham tribe were in all possibility indigenous to the soil. However, this is not certain. Another version says that the Ham tribe came from North-East Africa (Egypt or Sudan). In the course of their migration, they came into Nigeria in the North-East. They settled for sometimes in Bauchi, later on the Plateau. They moved from Plateau South-West to their present position and first settled at Njeing near Jaban Kogo. From there they spread further south during the Fulani Jihad. Before the colonial era, the Ham tribe lived and were under one traditional authority.

Mr. A.B. Matthes (Dristrict Officer) when writing in 1934, had this to say "When the boundary for the area was made between the Zaria and Nasarawa pronvince. This is an artificial and European idea. Apperantly", he concluded it was thought that a river (Gurara) would make a convenient boundary, but experience has shown as else where, this is not the case ..."2

CULTURE AND TRADITIONS: Definitions of culture are varied, but they generally have two specific features. First, culture excludes biological explanations of behaviour; Secondly, culture focuses on the way of life of a particular group of people. One definition stress the time dimensions implicit in Sir Edwin Tylor's definition that "Culture is what remains of main's past, that influences his present, to shape his future".3

In view of the above definitions, Ham tribe have a distinct culture of their own which knows no geographical or political boundaries. The cultural heritage and traditions of Ham tribe are the same as in Jaba and Kachia local government areas. Beside their common orgin, history and languages, most of the other aspects of their cultural festivities farming methods, marriage customs, birth and burial ceremony etc., are the same.

This skeletal brief on Ham culture is not yet complete if no mention is made about the fascinating, ancient Nok culture which has earned world acclaim as the oldest in Africa south of the Sahara. The discovery of he famous Nok Terratta Head as a result of mining activity in Nok village in the 1940s shed more light on the culture of Ham tribe. Apart from the Terracotta Head, other findings revealed a thriving iron something activity dating about 5000B.C.

Detailed analysis of these historical findings revealed that there is a striking similarities between the Nok culture and the meroies in Upper Nile in Egypt which also thrived at around 500B.C.

The "Ku" (Juju) institution was the traditional symbol of religion and political authority. It was for social sanction and an instrument for maintenance of discipline in Ham society. Political authority at the local level was vested in the hereditary headman known as the "Kpop Ku" (Chief priest), assisted by Council of Elders. At territorial level, political authority rested with the Kpop Ku Jeing, who was assisted by a Council of Elders of the ten Ham lineage Heads. On the political front, there existed what has aptly been described as "Direct or Village Democracy" at village level and "The Representative Democracy" at the territorial level. In this system of government, everybody in Ham land (except the women and immigrants) is involved in the policy making and execution process i.e. Both young and old men alike exercise rights: free speech and expression. This was the system of government in Hamland before the advent of the present system of rulership.

4.3 EFFECT OF CREATION OF JABA LOCAL GOVERNMENT TO THE PEOPLE

The agitation for the creation of Jaba Local government area has been as far back as in 1963 when new local government areas were created. The people of Jaba has

since then been expressing their desire for the creation of Jaba local government area out of Jama'a local government area. The creation of Jaba local government on 27th August 1991 was the greatest event that has ever happened to the people of Jaba. All over the country the people of Jaba trouped into Kwoi to congratulate one another and the chief of Jaba, Mallam Danladi Gyet Maude.

The creation fof the local government area is of great importance to the Jaba people due to the fact that the area has for quite a long time been under developed. The followings were some of the reasons which made the people happy over the creation of the local government area:

(i) The area which was formerly a part of Jama'a local government can now develop independently from the resources that are obtained in the area.

(ii) Being a local government area, it can now receive a grant-in-aid from the Federal government for its development.

(iii) Every local government is a federal constituency and thus the Jaba people would be represented in the Federal House of Representative.

(iv) The local government area which is made up of a single tribe (Ham) can now develop without necessarily undergoing the problem of different ethnic representation in the local government administration as was the case in Jama'a local government area.

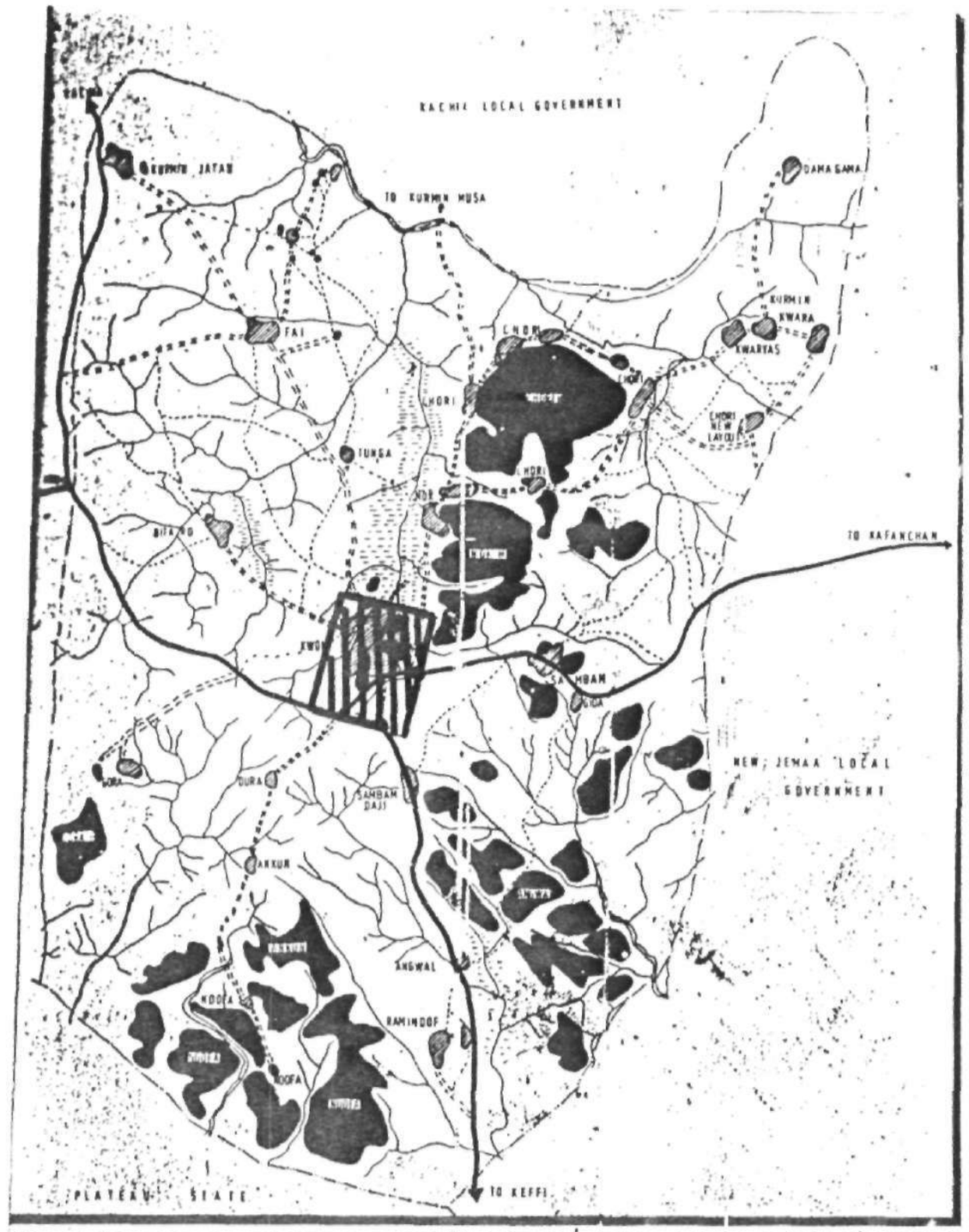


FIG 6: JABA LOCAL GOVT. AREA

(v) With the creation of Jaba local government area, these facilities which were before not provided to the area will now be made available to the people which will enhance their development.

4.4 DEMOGRAPHY OF JABA LOCAL GOVERNMENT

The population of Jaba local government as per 1991 census figure is sixty-seven thousand three hundred and eighty-four (67,384) people. The total number of females in the local government area is thirty-three thousand, three hundred and twenty-eight (33,328) people while those of the males is thirty-four thousand and fifty six (34,056) people. From this figure, it can be seen that there are more males in the local government area than the females.

4.5 EXISTING INFRASTRUCTURE IN KWOI

There is a lot of facilities which are present in Kwoi, the largest town in Jaba local government area. These facilities include roads, electicity, water supply schools, Health facilities, Bank and commercial Institution and religious organisations. The above facilties have help in the rapid development of Kwoi and the surrounding villages within the local government area.

4.5.1 ROADS

There are two (2) major roads linking Kwoi and other surrounding towns. These roads are:- the Kwoi-Kafanchan trunk B road and Kachia-Kwoi-Keffi trunk A road.

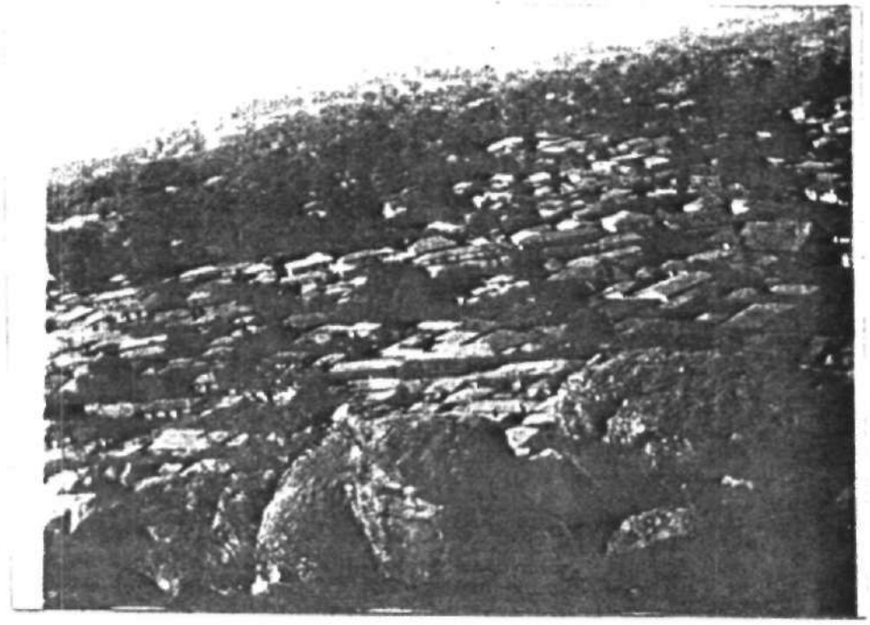
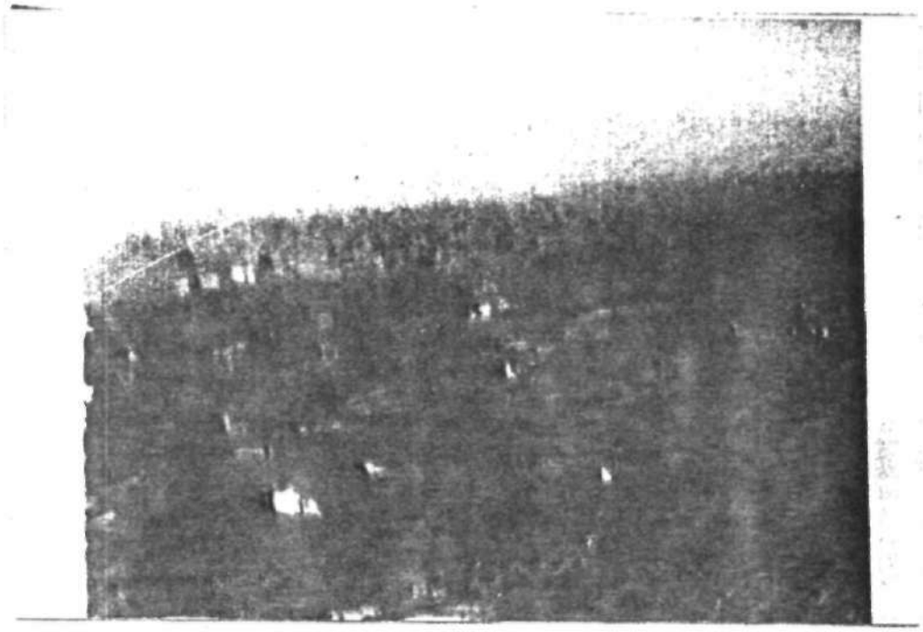


PLATE 1: PICTURE OF A PART OF KWOI'



A PICTURE OF ANOTHER PART OF KWOI'

Other roads leading to Kwoi are feeder roads linking Kwoi with all the villages in Jaba local government area. These roads include:- Kwoi-Nok-Chori-Daddu, Kwoi-Ankung-Indofa, Kwoi-Fai-Kurmin Jatau, Kwoi-Samban and Kwoi-Bitaro.

4.5.2 ELECTICITY

The town of Kwoi is served with electricity from the National grid via Kafanchan. The electricity has been extended from Kwoi to Nok and Samban, while a proposal to increase the existing electricity to Bitaro, Dura, Daddu and Chori is in progress.

4.5.3 WATER SUPPLY

The major water requirement in Kwoi is for domestic and municipal purposes. The supply for domestic consumption is estimated at about 25 litres per person per day. The rain sources of water for human and animal consumption and that of agricultural uses are rainfall and surface water. Presently, there are about four (4) bore-holes in Kwoi, while wells supplement for the domestic uses of each compound. The Girls Science School Kwoi has its water supply from ariver through a pumping machine and two bore-holes inside the school.

4.5.4 SCHOOLS

There are currently two (2) Secondary schools and a Binle school in Kwoi. Apart from the secondary schools,

there are six (6) Primary schools and three (3) Nursery schools which have served the town since the 1960s. The level of education of the Youth in Kwoi between the ages of 12 - 30 years is high. About 95% of the Youth have attended up to Primary school level while 75% have attended up to Secondary school level.

4.5.5 HEALTH FACILITIES

There are two (2) Government owned Primary Health Care and Maternity Clinics in Kwoi which served not only the people of Kwoi but also the surrounding villages. Private owned clinics include: ECWA Maternity and Child Welfare Comprehensive Centre, St. Peter's Clinic and others without registered names. These clinics have help the people of Kwoi and its surrounding immensely regardning Primary Health Care Services.

4.5.6 OTHERS

Other facilities in Kwoi include: The Police and Prison service, Magistrate and Area Courts which help in maintaining law and order in Kwoi. Also a Bank (Nigeria Universal Bank Limited) and markets at different places in Kwoi which help to promote commercial activity and revenue generation. Finally churches and other religious organisations have contributed alot in the moral and spiritual growth of Kwoi people and its environment.

Footnotes:

1 & 2 Programme for 1992 Tuk Ham Cultural Festival, printed by Makarfi Publishing Company. P.O. Box 5441, Kaduna.

3. F. Gene Acuff, Donald E. Allen and Lloyd A. Taylor. Introductory Sociology - From man to Society Page 69.

CHAPTER FIVE

WHAT IS A PROTOTYPE DESIGN?

5.1 TERMINOLOGIES

In this chapter, attempts will be made to define some terminologies which will help in the understanding of the design sub-topic ie. "Towards Providing a Prototype Design for Local government in Kaduna state." These terminologies will include:- Space organisation, Office, Secretariat, Spatial relationship and Prototype.

i. Space Organisation:- refers to an act of putting together of different spaces to form an effective whole i.e. arrangement of the internal and external spaces within a building to form a workable and functional whole.

ii. Spatial relationship:- refers to the inter relationship between one functional space to another.

iii. Office: refers to a building, room, or series of rooms in which the affairs of a business, professional person, a branch of government etc are carried on. There are two main types of offices:- the enclosed and open-plan offices.

a. Enclosed-plan Office:- In this type of office design, the offices are separated from one another by walls or partitions. They are either in form of semi-enclosed or enclosed. This type of office has advantages like privacy, security, etc but it has a problem of not being flexible when in use.

b. Open-plan office: In this type of office, working desks for staff are provided in one big Hall for the purpose of carrying out their duties. It has the advantage of being flexible but it lacks privacy and security to the staff working in such offices.

iv. Secretariat: refers to an office building or complex in which a branch of government or the whole government body carry out its affairs. Such governmental bodies include the local government, state government, ministry and Federal government. In Nigeria, there is a hierachy in the types of secretariats that are in use and they are:- The local government Secretariat, the state secretariat and the Federal Secretariat.

v. Prototype Design:- refers to a design which forms the basis from which other subsiquent ones will develop. ie. all other designs will conform to this first design though modification may be made on it. In order to come up with a prototype design a lot of factors has to be considered and solutions to these factors be made available to the people.

For the Local government Secretariat, the following factors were considered and they include:- Climate, Vegetation, Soil, Social and Cultural background, Political and economic factors.

a. Climatic Factor:- The entire area of Kaduna State falls within the same climatic zone ie the Guinea Savanah and therefore the climatic factor is favourable for the state to have a Local government secretariat design which can be built in any part of the state.

b. Vegetation: The vegetation of Kaduna State is that of the Guinea Savanah and therefore when a design is made for one part of the state, it can be built anywhere in the state with little or no modification on the

design, For instance, the design of primary and Secondary Schools are usually of the same design and are built almost on any part of the state when the need comes up.

c. Soil: Kaduna State fall within the old Granitic rock of pre-cambrian origin and therefore the soil is basically the same throughout the state even though the top soil may be slightly different . This variation depends on the Micro-climate of the place which may be as a result of relief or presence of big rivers.

d. Socio-Cultural Background: The state has different socio cultural values due to the influence of Islam and Christianity on the people of the state. In order to provide for a suitable working conditions in the secretariats, privacy and sense of security to the staff will be considered.

e. Political: The state has a strong political influence on the other states in the North. It also has a strong political bearing on its people who are now politically enlighten and are now aspiring for more freedom in the affair of the state and Federal government.

Due to this political background, most of the earlier created local government in the state are in opposition to the idea of having a uniform secretariat throughout the state. In order to solve this problem, the prototype design will be used for only the newly created Local government areas in the state.

f. Economic: The state has a fairly good economic background but due to improper planning and execution of projects it has ran into a lot problems like not paying their staff, and students allowances on time. By providing prototype designs for the state, it will be easier for the state to know how much it will cost it to erect a new secretariat in any part of the state.

5.2 CASE STUDIES

The following case studies were made for the purpose of the Thesis research and they are:- The Kaduna North Local government Secretariat, Jema'a Local government Secretariat, and Kaura Local government Secretariat, and were all documented. Other local government secretariats which were studied but were not documented include Chikun, Zaria, Kachia and

Zangon Kataf local government areas. In all the Secretariats which were studied, all of them have different designs and no proper documentation of their drawings were kept except that of Kaura which is a new local government area.

The analysis of the case studies of the above mentioned secretariats will be based on the following design considerations and they are:-

1. Possibility for future expansion
2. Provision of enough natural lighting and ventilation
3. Provision of adequate parking spaces for the staff and visitors to the secretariat.
4. Accessibility of the secretariat to the public.
5. Provision of Vehicular and pedestrian ciruculation which though interrelated but are to be separated.
6. Provision of recreational areas through design/landscaping
7. The use of space in the offices and outside them as regards space organisation.
8. Climatic control of buildings through design and use of materials.
9. Protection against noise through zoning and use of vegetation.

5.3 ANALYSIS OF CASE STUDIES

The case study of three of the already mentioned secretariats will be analysed due to the fact that they were the only ones documented and they are: Kaduna North, Jema'a and Kaura Local government secretariats.

1. Kaduna North Local government secretariat:

This secretariat is located at Magajin Gari in Kaduna along Ahmadu Bello Way and it is one of the oldest secretariat in the state.

Appraisal on the Secretariat:

a. The secretariat is accessible to both the motorists and Pedestrian along Ahmadu Bello Way and Abubakar Kigo road
b. There are services like Telephone, water, Electrictity in the secretariat.
c. Internal circulation of the offices are fairly good
d. Internal office space organisation is good.

Demerits on the Secretariat:

a. The site layout is poorly designed
b. The Administrative Building is very far from the council chamber, works, and information departments.

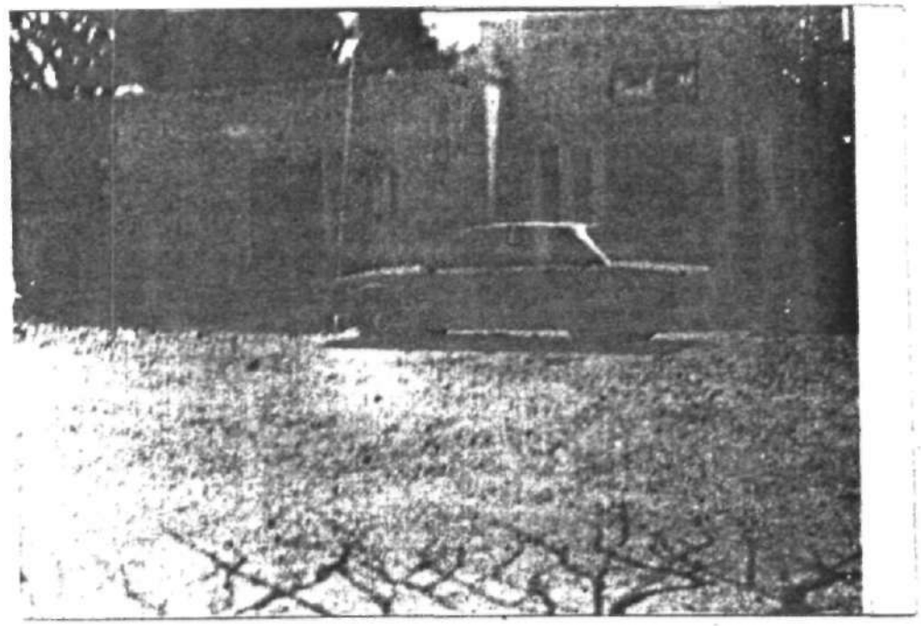


PLATE 2: A PICTURE OF KADUNA NORTH LOCAL GOVERNMENT COUNCIL CHAMBER

c. The secretariat is poorly landscaped

d. Parking spaces are poorly designed and undefined.

c. There is poor pedestrian circulation on the whole site.

f. There was no provision made for further expansion and thus some of the department are far away from the Main Administrative building.

2. 2. Jema'a Local government Secretariat:

This secretariat like that of Kaduna North is one of the oldest in the state and is located at Kafanchan which is the headquarter of the local government area. It lies along the Kafanchan Kagoro road.

Appraisal on the Secretariat:

a. The secretariat is accessible to both motorists and pedestrian along Kafanchan-Kagoro road.

b. Services like Telephone, water and electricity are available to the secretariat.

c. There is good cross-ventilation and natural lighting due to the fact that offices are single banked.

d. Internal circulation of the offices are fairly good.

e. Internal office space organisation is good.

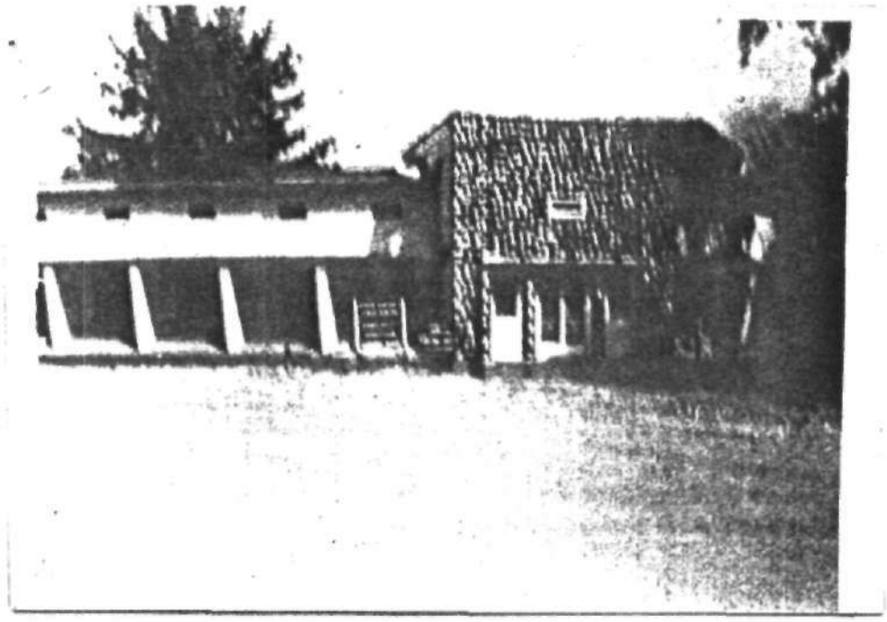
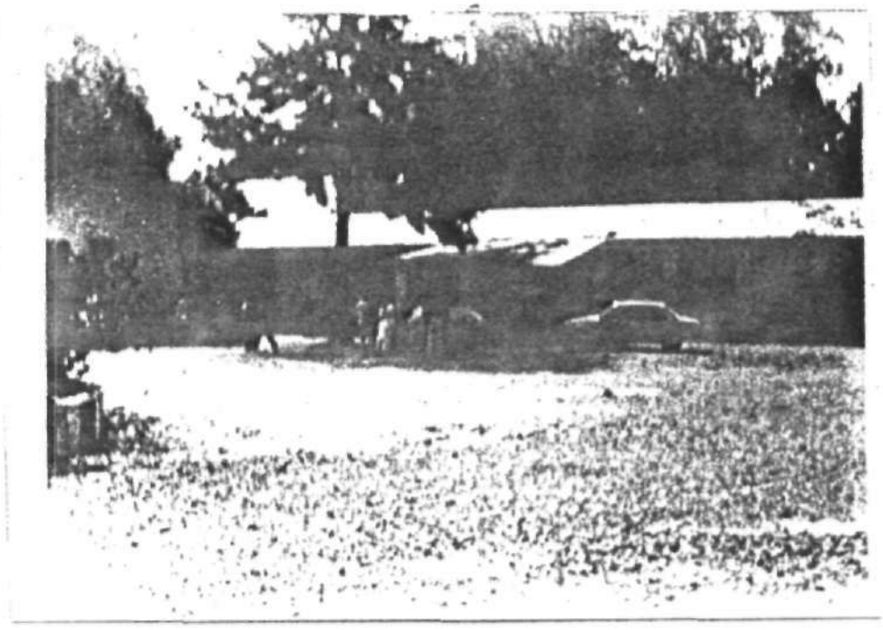


PLATE 3: PICTURE OF JEMA'A LOCAL GOVT. SECRETARIAT (FRONT)



PICTURE OF THE BACK (NORTH) VIEW

Demerits on the Secretariat:

A. The site layout is poorly designed

b. The Administrative area is very far from the Department of Education.

c. The whole secretariat is poorly designed.

d. There are no defined parking spaces.

e. There was no provision made for future expansion and thus new departments or offices are located very far away from the Main Secretariat.

f. There was no provision made for pedestrian circulation.

g. The departments have different types of plans and are not properly coordinated.

3. Kaura Local government Secretariat:

The secretariat is located at Kaura, the local government headquarter and it lies along the Kagoro Manchok trunk B road. It is one of the new local government Secretariat in the state and is well designed.

Appraisal on the secretariat:

a. The secretariat is accessible to both the motorist and Pedestrian along the Kagoro-Manchok road.

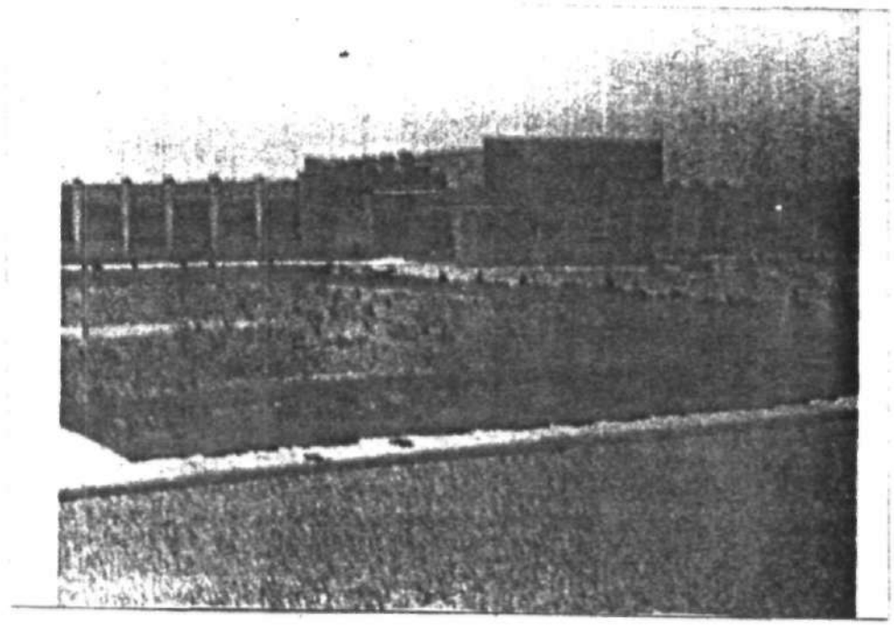
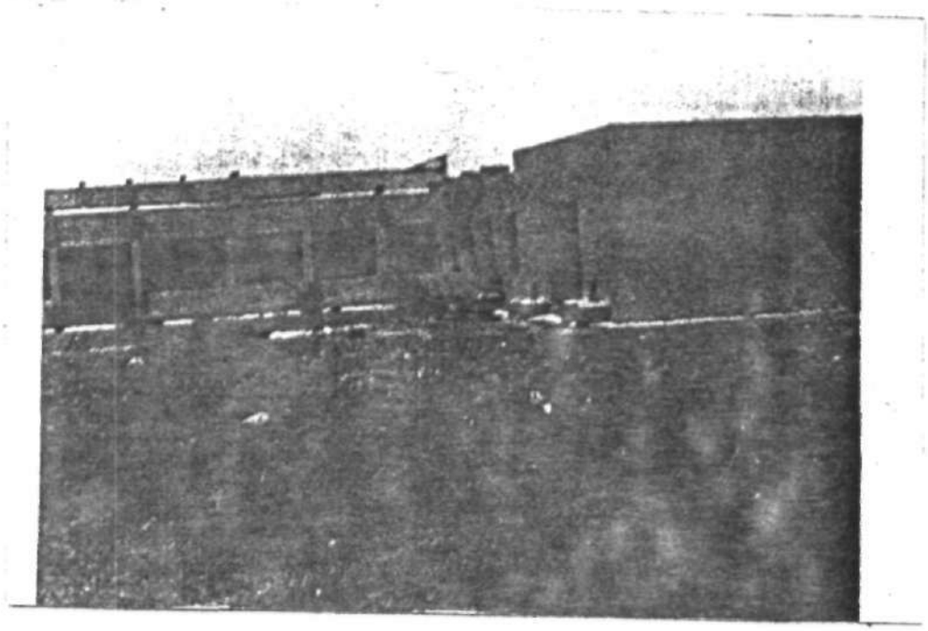


PLATE 4: PICTURE OF KAURA LOCAL GOVT. SECRETARIAT (FRONT)



PICTURE OF THE SIDE (WEST) VIEW

b. Services like Telephone and Electricity is present in the secretariat.

c. Internal and external circulation within and outside the offices is good

d. Internal office space organisation is good.

e. The site layout is well designed

f. The secretariat is fairly land scaped.

g. Parking spaces are well designed and are defined.

h. Provision was made for future expansion on the site.

Demerits on the Secretariat;

a. The number of offices in the secretariat is not enough and thus some departments are still in the temporary site

b. There is no proper cross-ventilation and lighting in the secretariat due to its being double banked offices.

5.4 THE NEED FOR A PROTOTYPE DESIGN

The issue of having a prototype design for local government secretariats in Kaduna State has been deliberated upon for quite a long time but no definite solution has come out of such meetings. The reason for the drawback in such meetings is because the representatives of the old local government

areas do not intend to spend money to build new Secretariats when they already have one. Moreover there is no money to finance such a gigantic project because of their limited sources of income.

The proposal for a prototype design for the state will be for the newly established local government areas in the state. This is because when they were created, the Federal Government allocated a sum of five million naira to every one of them to build their Secretariats. It is also hope that the prototype design will be used for the subsiquent local government areas that will be created in the future. The followings are the reasons why a prototype design is desired for local government secretariats in the state and they are:-

i. To provide a uniform design which will be used through out the state to minimise the variation in cost of construction.

ii. To reduce the money spent on designing new secretariats when ever new local government areas are created in the state.

iii. To make the construction of such secretariats easier due to it being repeated over and over throughout the state.

iv. To provide the same working conditions to local government staff through out the state.

v. To provide for future expansion on the same site.

vi. To provide good pedestrian circulation throughout local government secretariat in the state.

vii. To further enhance the unity of all the local government in the state because of the same type of building they are usin for their secretariats.

CHAPTER SIX

THE SITE/CONCEPT

6.1 THE SITE

The proposed site for the Jaba Local Government secretariat is located in Kwoi which is the Headquarter of the Local government area. It lies along the Kwoi-Kafanchan trunk B road and it is very close to the Cross-junction road linking Sabon Gari-Kwoi (Ngarsu) to kwoi town. It has a close proximity to the Girls' science school Kwoi and Evangelical Churches of West Africa (ECWA) comprehesive Health Centre.

Initially, three possible choices for the site were considered and the following criteria were used to arrive at the choice of the final site and they are:-

i. Accessibility to all corners of the local government area.

ii. Possibility for future expansion

iii. Topography of the site

iv. Availability of facilities like the Police Post, water supply, Local court, Health centre e.t.c. which will contribute to the smooth running of the local government secretariat.

All the three sites chosen are located at strategic positions in Kwoi and they are described as follows:-



FIG 7: MAP OF KWOI SHOWING THE SITES

SITE 1:

This site is located in the Central Bussiness District of Kwoi. This site is presently the Administrative and commercial area of Jaba Chiefdom. The Kpop Ham Palace, the Nigerian Prison Service, Kwoi Development Association, the Main Market e.t.c. are all located on this site. This site however, was not a suitable choice because the erection of the local government secretariat will not be viable since compensations has to be paid to the shop owners and the residents of the area. moreover any future expansion on this site will be very difficult since it is a highly built up area.

SITE 2

This site is located along Kachia-Keffi trunk A road which is on the outskirts of Kwoi. The site has vast land for the purpose of future expansion and it is also very close to a Petrol filling station. However, it is very far to the town centre where most of the workers reside. It lacks facilities like water, electricity, Police Post, Health Centre e.t.c which nave to be provided if the site is to be used. Moreover, the security of the properties of the local

government secretariat which include cars, Typing machines, furnitures e.t.c. will be poor since no houses or security agencies are located near the site.

SITE 3:

This site satisfies all the location conditions earlier mentioned in this chapter. Health services like those at the ECWA comprehensive Health centre and that of the Kwoi childcare and Maternity clinic are close to the site. Other facilities like pipe borne water, electricity will be supplied from Kwoi Girls Science School, while the presence of a post office, police station, and nearness to a major road intersection linking the whole of Jaba local government area is an added advantage to the site. Due to the above reasons and also the possibility for future expansion, site 3 was chosen for the proposed Jaba local government secretariat.

6.2: THE SITE ANALYSIS

The site is bounded by two major roads as was indicated in the beginning of the chapter, to the south of the site there is the Kwoi-Kafanchan trunk B road and to the west to the Kwoi-Sabon gari Kwoi trunk C road. The two roads are further linked by smaller roads from the surrounding villages in the local government area thereby making the secretariat accessible to all of them. The main entrance to the secretariat is along the Kwoi-Kafanchan trunk B road which is the most important road passing near the site. Moreover, this road happen to be in the southern part of the site and the

secretariat has an East-West axis orientation with the long elevation facing the north and south to minimise exposure to the sun.

The site has the following conditions existing on it and they are:- the historical background, Topography, vegetation, Drainage and climate.

(i) Historical Background:-

The site was formerly used as a temporary site for the Native Authority Primary school between 1956 to 1970 which was later abandoned when the school was moved to its permanent site. This site had remained undevelop for the past 22years partly due to its being a government land and a cemetry closeby had hindered the building of houses around the site.

(ii) Topography:

The landform on the site is a gentle type and the slope is less than 5% which made the site terrain to be flat. The site is about 750 metres above sea level and there are rock outcrops close to the site which may be broken down and used for the construction of the secretariat.

(iii) Vegetation:

This fall within the Guinea Savanah types of vegetation which is characterised by open grassland interspersed with trees. There are very few trees on the site due to the fact that most of them had been cut down to make firewood by the people living around the area.

TABLE 1: AVERAGE MONTHLY TEMPERATURE FOR KAF

TEMPERATURE (°C) MAXIMUM (1985–1990)

LAT	LONG	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
9°36'	8°18'	1985	36	37	39	37	32	30	29	28	39	32	34	34
		1986	36	36	37	37	34	30	30	31	32	37	35	43
		1987	36	36	37	38	39	35	33	29	30	33	33	35
		1988	36	37	38	39	38	31	31	28	29	31	33	36
		1989	37	36	37	37	36	37	30	27	29	30	34	33
		1990	36	36	38	38	33	31	29	28	28	30	35	36

TEMPERATURE (°C) MINIMUM (1985–1990)

LAT	LONG	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
9°36N	8°18E	1985	14	16	18	20	19	18	19	18	19	18	14	11
		1986	14	12	19	20	20	18	19	18	19	18	15	12
		1987	12	12	19	19	12	11	10	17	18	15	14	13
		1988	13	14	17	19	18	17	18	19	17	19	13	12
		1989	13	13	18	20	19	19	18	18	19	18	14	13
		1990	14	14	16	21	20	18	19	19	18	18	12	13

TABLE 2A: AVERAGE WIND SPEED PER DAY FOR KAF.

WIND SPEED (km/Day) (1985–1990)														
LAT	LONG	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
9°36'N	8°18'E	1985	28·16	42·46	59·30	51·18	34·78	28·85	23·91	20·32	31·92	21·05	20·97	21·21
		1986	40·56	44·26	49·45	53·45	36·65	25·65	27·25	30·20	36·53	37·08	26·70	23·42
		1987	45·46	38·76	57·92	44·07	56·91	31·25	38·56	25·91	26·86	33·70	20·69	40·85
		1988	41·56	42·93	39·24	38·50	38·89	38·14	33·40	23·51	29·13	25·10	21·07	21·74
		1989	35·16	37·43	44·58	30·47	54·95	27·70	26·56	24·41	30·52	31·05	24·96	23·45
		1990	36·60	36·78	54·90	32·33	50·29	22·55	20·14	20·04	31·32	30·23	24·67	21·81

TABLE 2B: AVERAGE MONTHLY RAINFALL FOR KAF.

RAINFALL (mm) (1985–1990)														
LAT	LONG	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
9°36'N	8°18'E	1985	—	3	20	130	150	146	296	335	286	97	20	—
		1986	—	6	10	115	125	152	240	365	250	90	28	—
		1987	—	—	—	84	144	160	250	298	270	85	—	—
		1988	—	—	8	98	108	125	287	380	281	120	34	0·02
		1989	—	5	10	112	155	142	305	369	298	135	18	0·14
		1990	—	4	8	104	147	138	293	345	302	108	—	—

TABLE 3: AVERAGE MONTHLY R. HUMIDITY FOR KAF

RELATIVE HUMIDITY (%)
MAXIMUM (1985–1990)

LAT	LONG	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
9°36'N	8°18'E	1985	40	45	55	65	81	91	95	100	100	85	82	29
		1986	48	52	60	73	91	95	100	100	100	96	90	56
		1987	50	58	69	85	100	100	100	100	98	89	83	58
		1988	57	63	70	91	100	100	100	95	100	90	84	39
		1989	49	57	65	79	100	100	98	97	95	96	88	40
		1990	51	58	69	81	95	100	96	100	100	96	72	35

RELATIVE HUMIDITY (%)
MINIMUM (1985–1990)

LAT	LONG	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC.
9°36'N	8°18'E	1985	6	5	10	15	61	60	70	78	69	70	19	5
		1986	9	7	13	24	55	68	66	71	60	48	20	24
		1987	15	12	16	27	49	70	78	75	76	45	22	18
		1988	18	20	19	33	56	64	69	77	76	50	14	13
		1989	14	10	13	21	57	74	76	73	66	39	16	15
		1990	8	9	14	23	60	69	74	76	62	41	23	12

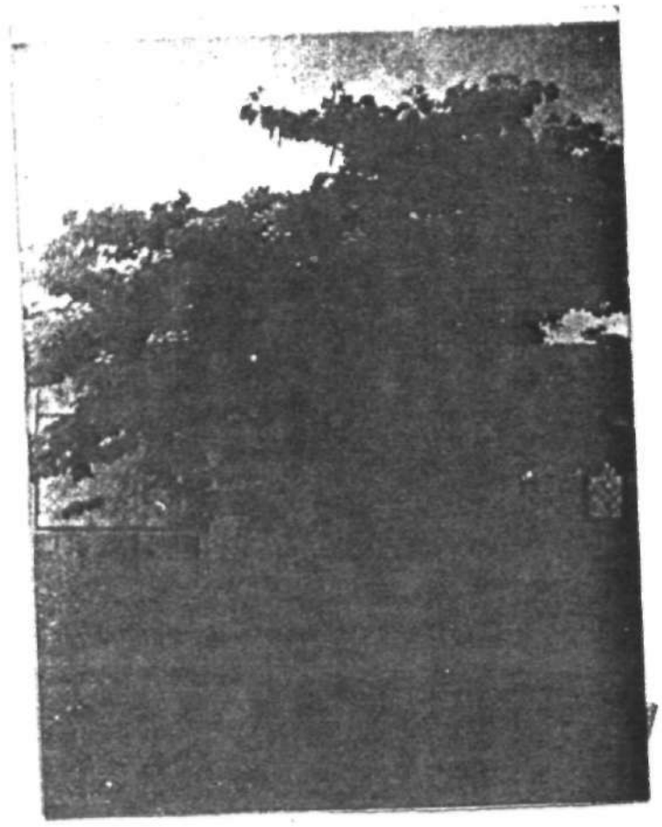


PLATE 5: PICTURES OF VEGETATION ON THE SITE



The predominant trees on the site are Accacia and mangoes which were planted during the primary school days on the site.

(iv) Drainage:-

The gentle slope of the site and the almost flat terrain has resulted in the south-eastern part of the site to be water logged during the rainy season. The slope on the site is towards the south-Eastern part and thus the secretariat will be located on the Northwest part of the site.

(v) Climate:

The entire Jaba Local government area falls within the Guinea Savanah climatic belt. It is characterised with three distinct features which are:- the Hot period, the Rainy season, and the Harmattan season.

The Hot period occurs between Mid-Febuary to early April, the Temperature is as high as $30^{o}C$, during this period while the Relative humidity is about 30%. In the secretariat design, cross-ventilation has to be considered to minimise the heat cartering the building. Sunshine period is about 7 hours in a day which is very unbearable. Shading will be provided on the East and West sides of the secretariat to prevent direct sunrays from entering it thereby heating up the offices. Another alternative method of controlling the heating up of the offices is by the use of a special type of glass known as sun control glass. This method will not be used in the design because this types of glass is at the present time very costly.

The rainy period occurs between Mid-April to October even though in some years the rain may start earlier than the period stated above. The average rainfall for the area

TEMPERATURE

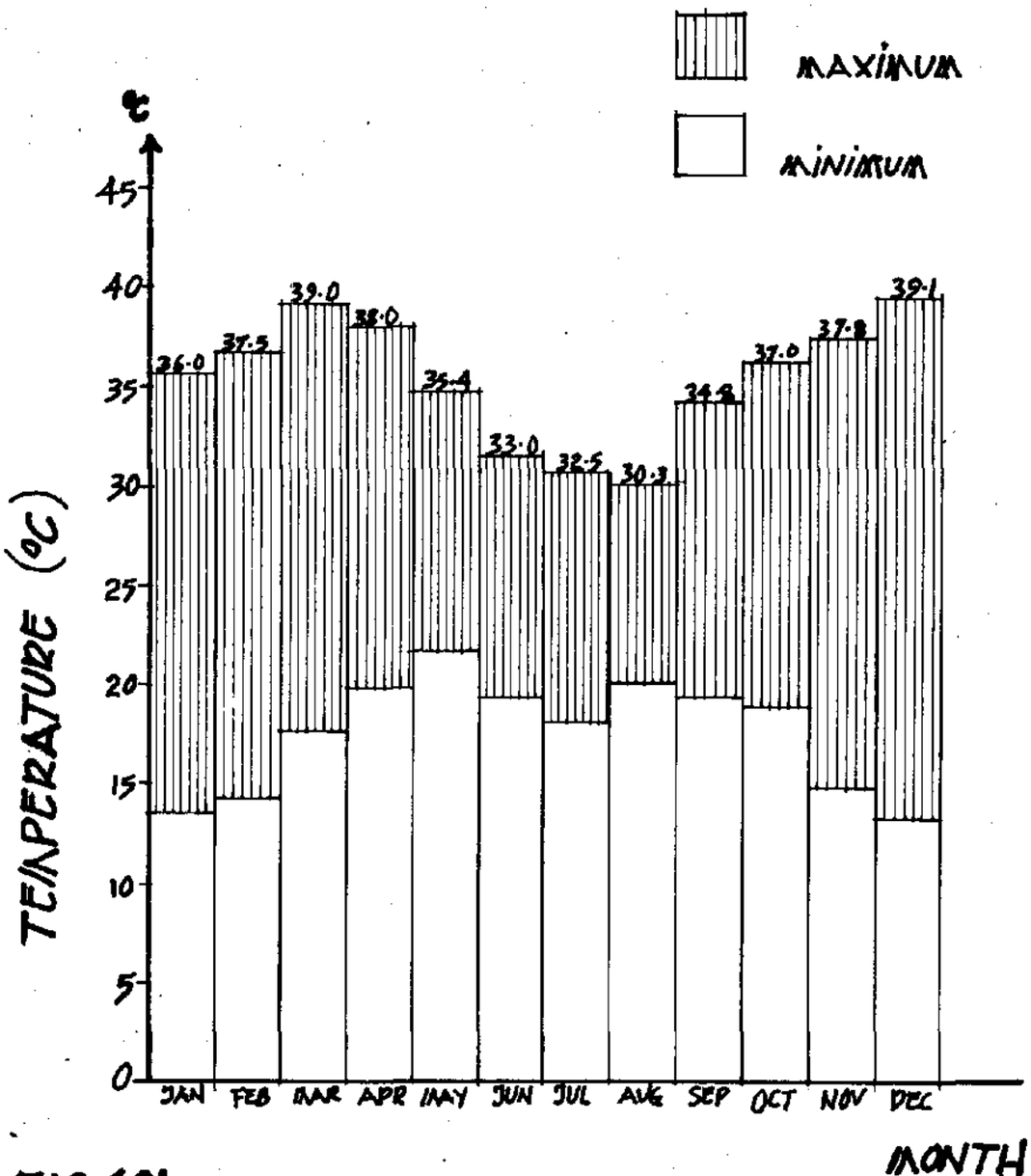


FIG. 10:
AVERAGE MONTHLY TEMP. FOR KAF. (1985–'90)

RAINFALL

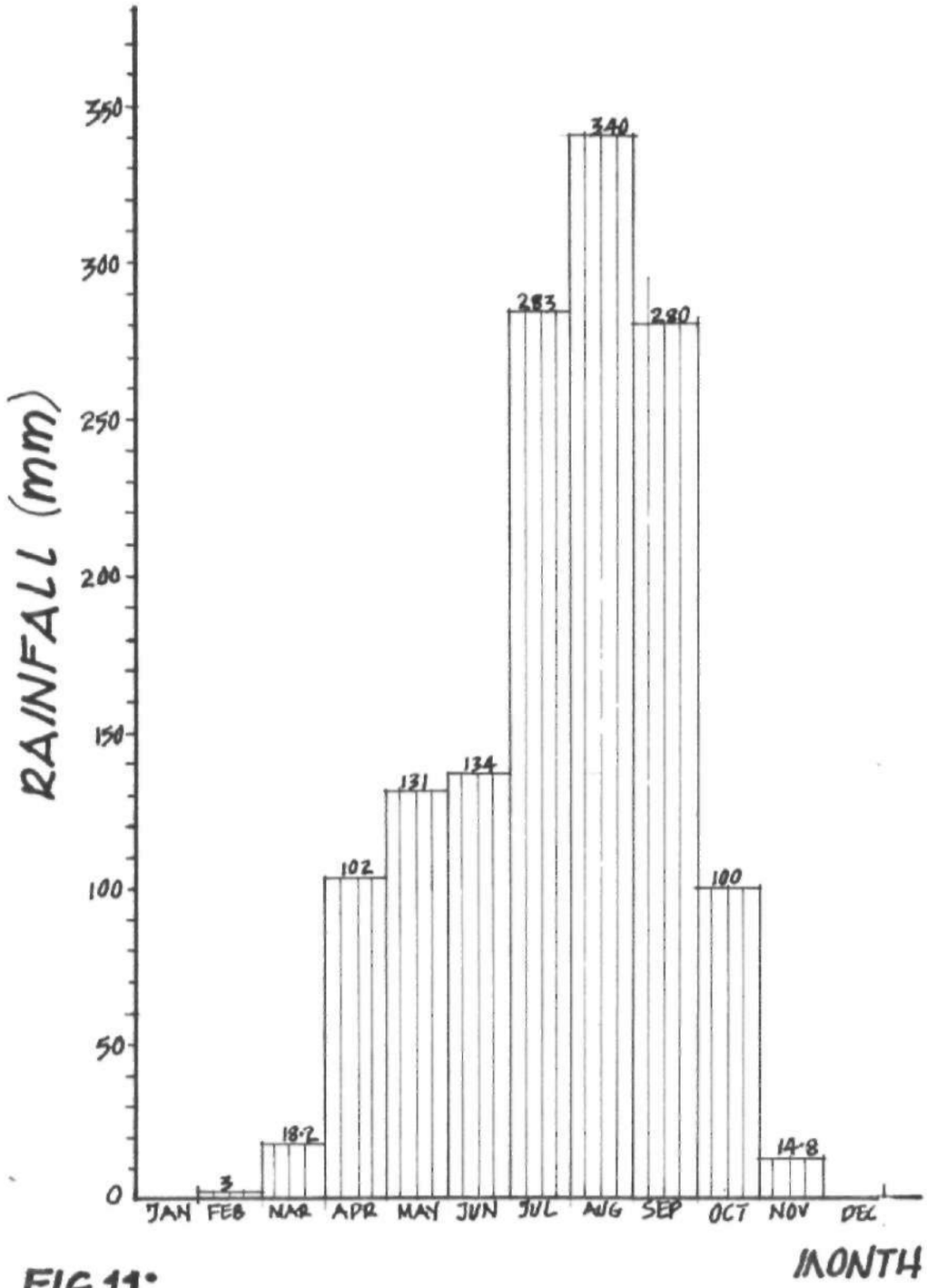


FIG. 11:

AVERAGE MONTHLY RAINFALL FOR KAF, (1985–'90)

RELATIVE HUMIDITY

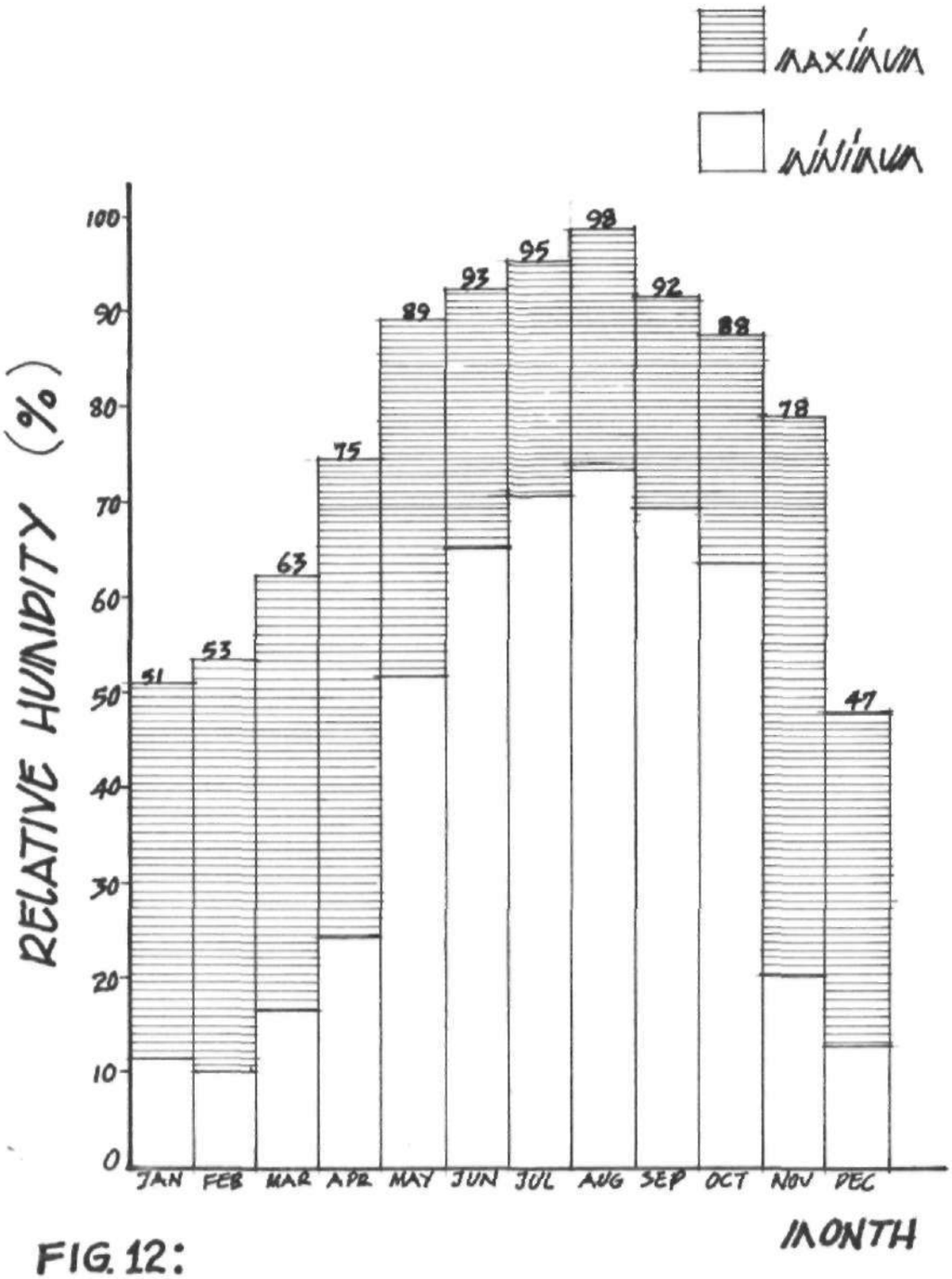


FIG. 12:

AVERAGE MONTHLY R. HUMIDITY FOR KAF. (1985-'90)

WIND SPEED

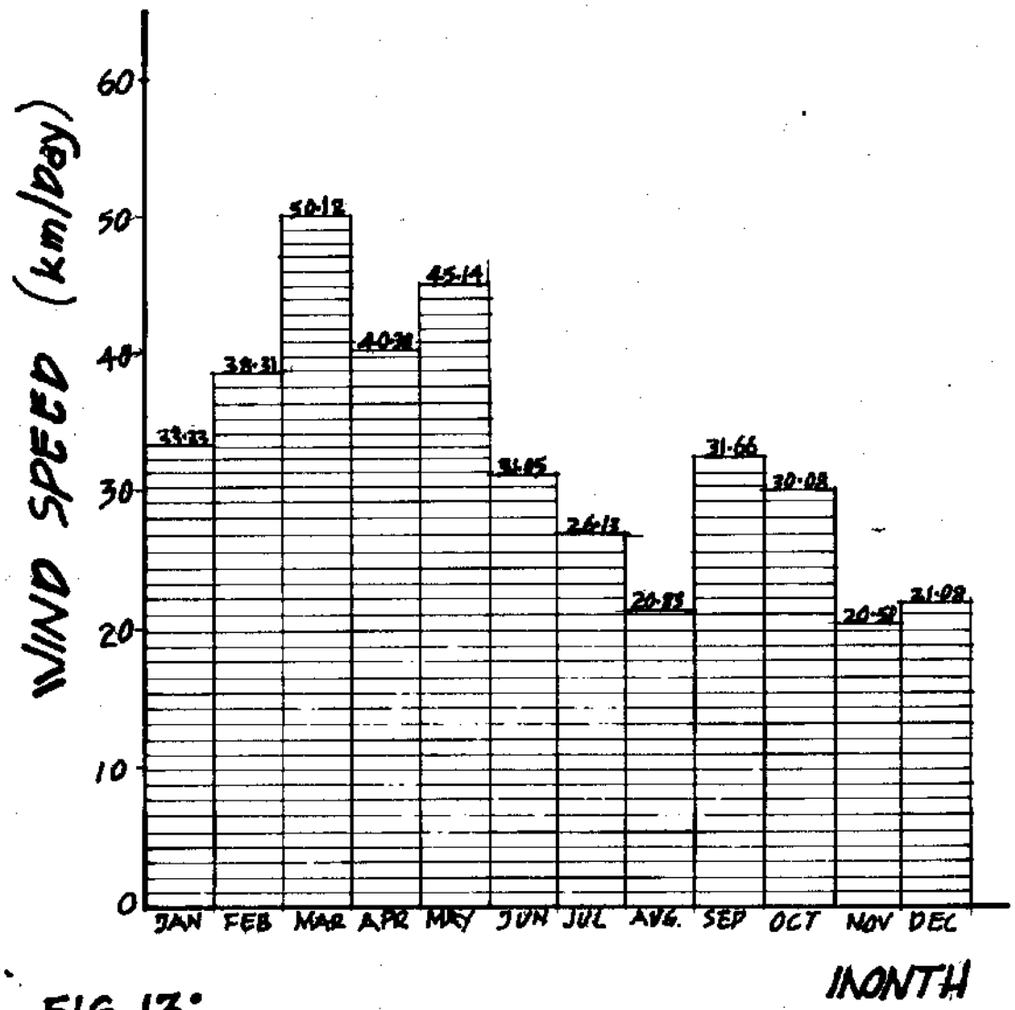


FIG. 13:
AVERAGE WIND SPEED FOR KAF. (1985-90)

is about 1500mm annually while the temperature is about 28°c and the relative humidity is above 60%. The external walls of the secretariat will have to be protected against the effect of weather due to driving rain against the walls. In order to achieve the above mentioned problem, special wall finishings like the santex paint, ceramic tiles e.t.c will be used on the part of the wall facing the driving rain.

The dry harmattan period occurs between November and early February which makes the area very cold, dry, dusty and windy. The temperature is about 20°c while the relative humidity is between 0 - 5%. Wind speed is high towards the end of the harmattan and roof of buildings are usually blown off during this period. In order to prevent the blowing off of the roof of the secretariat, parapet walls will be used. Windows facing the Eastern side will be shaded to reduce the entrance of this strong wind into the building.

6.3 DESIGN OBJECTIVES AND CONSIDERATIONS

For any building to function effectively, certain Design objectives and considerations have to be written down in order to serve as a guideline for the final design. For the purpose of simplicity the above mentioned factors will be discuss under the following headings:-

6.3.1 THE DESIGN OBJECTIVES

The secretariat design will aim at achieving the following objectives and they are:-

i. To achieve an effective space organisation both within and outside the secretariat

ii. To achieve an effective cross-ventilation as well as adequate natural lighting.

(iii) To achieve a suitable floor layout so as to enhance the performance of work by the staff.

(iv) To achieve accessibility and parking facilities with the main circulation mode visible from strategic areas.

(v) To achieve good zoning base on effective coordination and differentiating noisy areas.

(vi) To provide good pedestrian circulation around the building and to protect the pedestrian from possible traffic accidents.

(vii) To provide a good landscaping on the secretariat premises so as to minimise the boredom of work.

6.3.2. THE DESIGN CONSIDERATIONS:

In the design of the secretariat the followimg considerations were made and they include:-

(i) The building will be orientated on the East-West axis with the long elevations facing the North and South so as to reduce the exposure of the building to the sun.

(ii) Floor plans will be nicely designed so as to achieve good cross ventilation.

(iii) The shading devices that will be provided should be as effective as possibile.

(iv) The thermal capacitance of the building structure w will be reduced to the minimum.

(v) Best solar reflectivity and insulation will be attempted.

6.4. FUNCTIONAL RELATIONSHIP AND ZONING

The proposed local government secretariat which is made up of the Administrative unit(viz: the main council Block, the Administrative, Agriculture, social welfare, Health, Finance, Education and works) and the allied facilities (viz: conference hall, library e.t.c.) have close links with one another. The main council Block, works, Agriculture and Education which have direct functional services to the public are to be located such as to have indirect services to the public are to be located at the strategic points which will enhance the carrying out of their functions without so much interferance from the public.

The secretariat building units have therefore been zoned into four different categories and they are:-

Public zone - consits of the outer precinct of the secretariat and the main entrance.

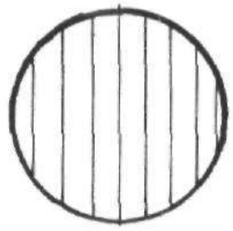
Semi-public - consits of the main reception Hall, the conference Hall, the works department and the library.

Semi-private - consists of the Health, social welfare, Finance, Administrative departments, Bar/Restaurant.

Private zone - consists of the civic suites, the council chamber and recess room for the elected members of the council.

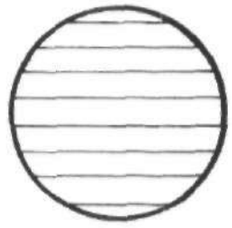


FUNCTIONAL RELATIONSHIP



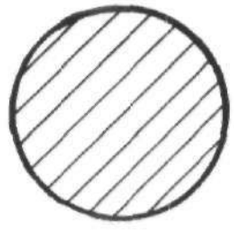
PUBLIC ZONE

OUTER PRECINCT OF THE SECRETARIAT
MAIN ENTRANCE



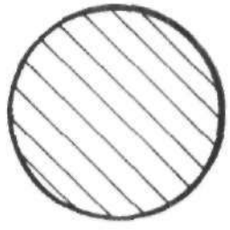
SEMI-PUBLIC

RECEPTION HALL
CONFERENCE HALL
WORKS DEPARTMENT
LIBRARY



SEMI-PRIVATE

HEALTH, SOCIAL WELFARE, FINANCE & ADMINISTRATIVE DEPARTMENTS
BAR/RESTAURANT



PRIVATE

CIVIC SUITES
COUNCIL CHAMBER
RECESS ROOM

FIG 8: FUNCTIONAL RELATIONSHIP AND ZONING

CIRCULATION:

The composition of the staff in the secretariat shows that majority of them are low income earners and therefore the pedestrian circulation was considered as of permanent importance. In the design, the pedestrian circulation was seperated from the traffic circulation so that each can function without interfering with the other.

6.5. THE DESIGN CONCEPT

It was observed during the research work that most of the existing secretariats in Kaduna State were not properly planned and they were poorly zoned. Apart from this problem, most of the departments are located outside the main Administrative Block thereby reducing the productivity of the staff of the secretariat. The pedestrian and vehicular circulatio were poorly designed and thus vehicles are parked all over the place. Moreover, these secretariats lacked good functio al relationship with one another since most of the departments are very far away from the Administrative Block. The functional relationship and cross-ventilation most especially in the developing countries is an important aspect of design which has to be given great attention. Cross ventilation is easily achieved in linear type of design but it lacks good functional relationship. In the design of the local government secretariat, the central courtyard concept of design was chosen due to the fact that it allows for good functional relationship at the

same time providing good functional relationship to the building. The central courtyard system will also provide natural pleasure to the staff thereby minimising their boredom during working period. The central courtyard concept can be divided into two major categories and they are:-

(i) The single Banked corridor type:- In this system, offices are arranged singly in row along corridors and it has the advantage of providing for good cross ventilation and natural lighting. However, it has the following disadvantages which include:-

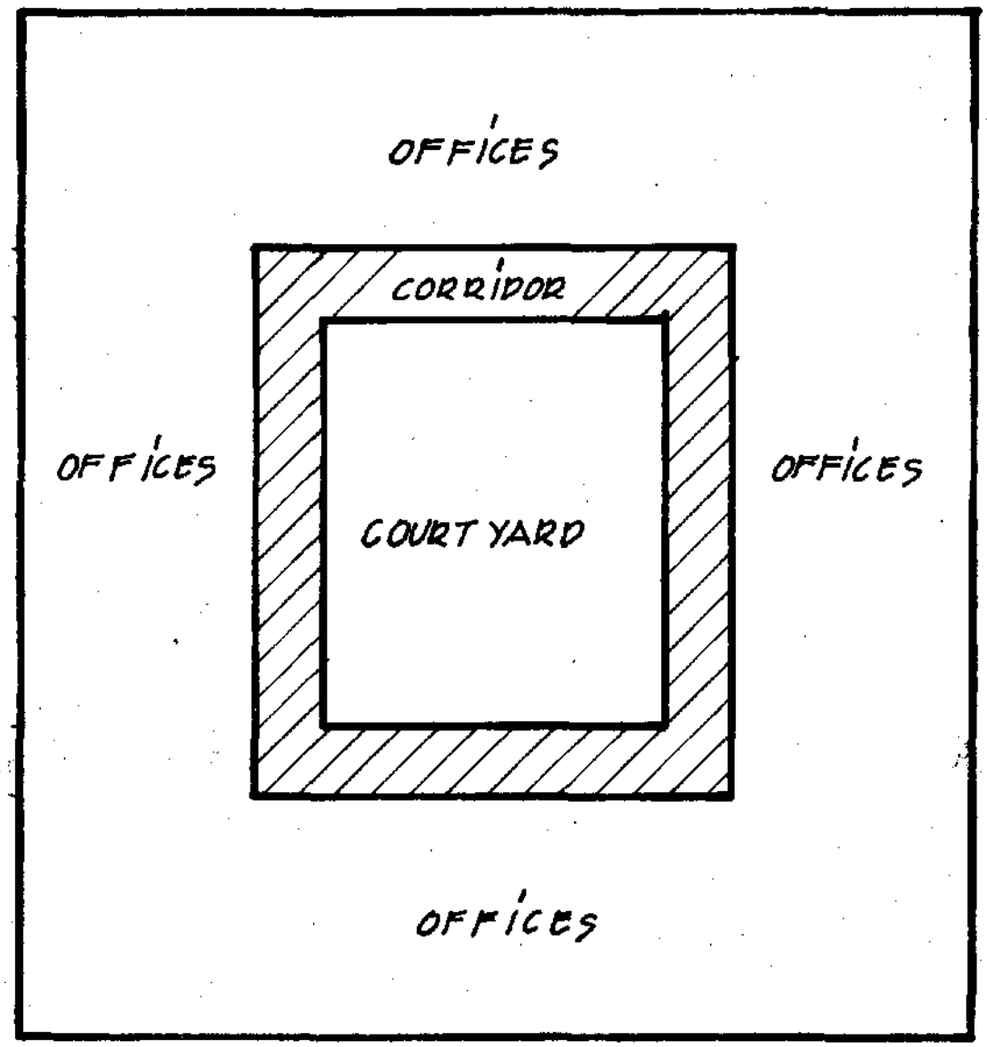
(a) It does not allow for good privacy since people sitting or standing in the courtyard can see through the offices whenever their doors are open.

(b) It does not allow for the provision of large number of offices since it occupies too much space.

(c) Proper integration of work cannot be facilitated.

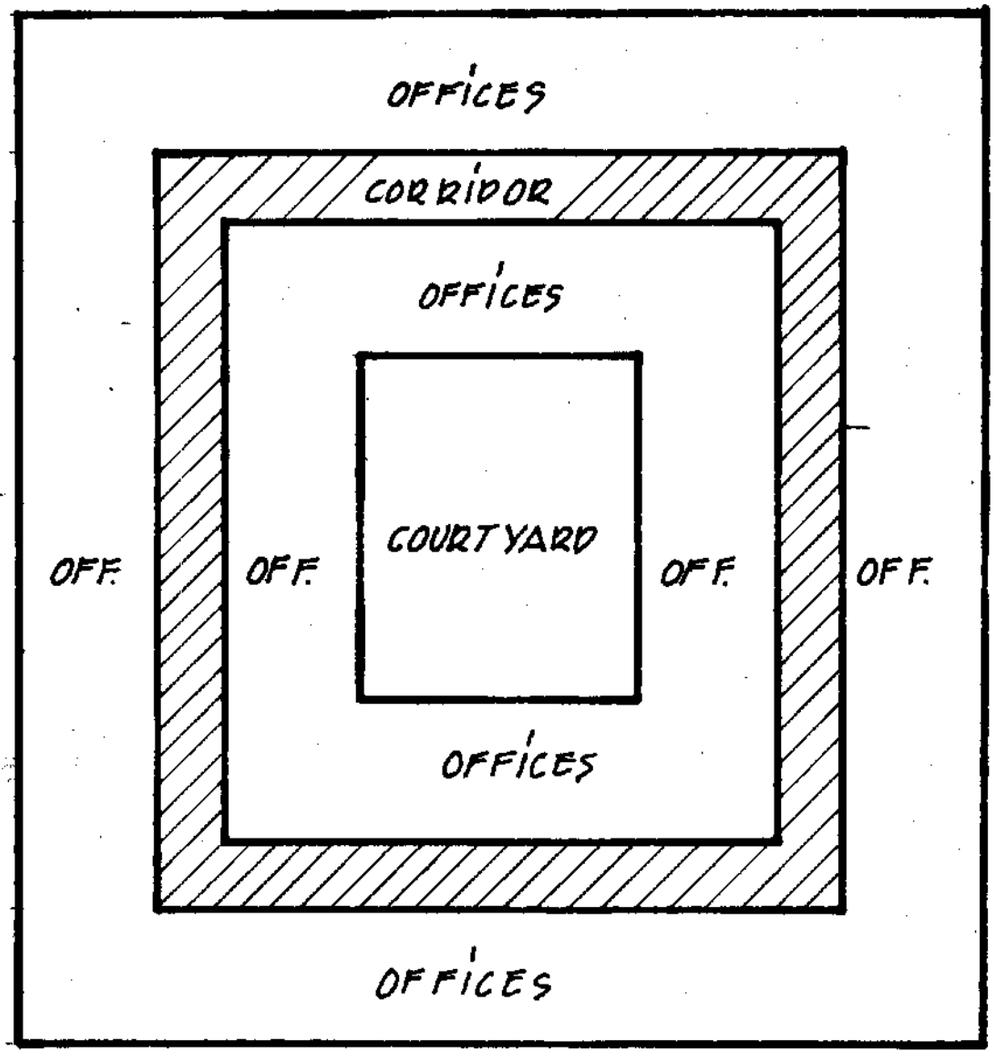
(d) It often results into long corridors which makes the staff movement from one part of the secretariat to another very boring.

(ii) The central corridor type: In this system, offices are arranged in rows on both sides and are linked to one another by corridors leading to doors for easy communications. This system is noted for not providing good cross-ventilation and natural lighting. However, when this system is properly designed, it has the following advantages;



SINGLE BANKED COURT YARD TYPE

FIG 9: THE CENTRAL COURTYARD CONCEPT



CENTRAL CORRIDOR COURTYARD TYPE

(a) It provides for good privacy to the workers.

(b) It allow for the provision of large number of offices since both sides are used as offices.

(c) It facilitates effective working integration.

(d) Effect of long corridors are minimised.

(e) Individual can control his surrounding.

(f) It saves a lot of space which can be utilised for some other functions.

From the above analysis of the two central courtyard systems, the single Banked corridor type could not meet the criteria for effective space organisatio for the design of the secretariat.

CHAPTER SEVEN

7.1 THE SCOPE

The scope of the design entails two seperate but physically related parts of the Local government secretariat and they are:-

(a) The Administration

(b) The Allied facilities

The architectural character i.e. form and planning of each of the above elements reflect the nature of the activities it accomodates. Also consideration was given to the relationship between one function to another in relation to space organisation. The internal relationship between one office to another, and that of one department to another were also considered.

The administration of the entire local government secretariat is the sole responsibility of the Chairman of the council. However, the Vice-Chairman, Head of Personel and secretary to the local government serve as his subordinates for the smooth running of the administration of the local government.

The administration of the departments in the secretariat is the responsibility of the supervisors of these departments (formerly they were called Heads of departments) and they report directly to the Head of Personel. Apart from the Chairmanship and Vice-Chairmanship which we elective post, all the above mentioned posts are appointed by the local

government council.

7.2 THE DEPARTMENTS

For the purpose of the smooth execution of their functions like the provision of electricity, water e.t.c. to the rural areas, the local government administration has been sub-divided into seven service departments and they are:-

i. The Administration Department:- It is charged with the responsibility of co-ordinating all the administrative functions of the local government. These functions include the economic, political and social development of local government area, it is made up of three sections viz:- The Establishment, Commercial and Inspectorate sections.

ii. The Works Department:- It is charged with the responsibility of construction, maintenance and supervision of all the physical projects of the local government. It also carries out the implementation of all technical programmes in the local government area. It is made up of five sections and they are:- Building control, Maintenance, Traffic and testing, Town Planning, and capital project sections.

iii. The Health Department:- It is charged with the responsibility of implementing the sanitation policy and medical programmes of the local government. It has three sections namely:- Environmental Health Service, Medical, and Vital Statistics (Birth and Death registration)sections.

iv. The Social Welfare Departments:- It is responsible for the upliftment of the well-being of the people in the local government area. This is done through the implementation of its social programmes. It is made up of six sections and they are:- Social Welfare, Sports, Marriage registry, Market, Mass Mobilisation(MAMSER), Park and Cemetry sections.

v. The Agricultural and Natural Resources Department:- It is responsible for the implementation of all agriculture related programmes so as to improve the standard of living of the people of the area. It is also responsible for carrying out Rural development programmes in the local government. The department is composed of three sections viz:- Agriculture, Natural (Resources, and Intergrated Rural Development (DFRRI) Sections.

vi The Education Department:- It handles all aspects of the council's function that relates to Education.

It organises and controls Primary and Adult education schemes at local level. It is responsible for the recruitment and payment of salaries of Primary School Teachers in the local government area. It is made up of three sections namely:- Primary Education, Adult Education, and Library Service sections.

vii. The Finance Department:- It is mainly concerned with all the financial transaction of the local government area. It is responsible for the payment and receiving of money from the public. It also devices means of collecting revenue and the financing of the local government projects. It is made up of five sections namely:- the Revenue (Cash Office), Expenditure (Pay Office,) Advances and staff salaries, Final Accounts, and stores sections.

7.3 ALLIED FACILITIES

This is another unit of the secretariat which is as important as the Administrative unit because all the auxillary functions of the secretariat are located within this unit. It is made up of the following sub-units and they are:- The Council Chamber, Recess room, Library and the Conference Hall.

i. The Council Chamber:- It serves as the meeting room for the council i.e. the chairman, Vice-Chairman, Head of Personel, Local government secretary and the councillors of the local government area. It is in this room that issues relating to the development of the local government are deliberated and final decisions are made.

ii. The committee Room:- It serves as the offices to the Adhoc and standing committees of the local government. such committees include the Education, Finance, Traditional Rulers, Security, Works and welfare.

iii. The Recess Room:- It serves as the room which the council have their break during the time when meetings are adjourned. It is also here that they consult one another on issues relating to the area which they are representing i.e. their wards.

iv. The Library:- This is to provide the staff of the local government with the educational and political materials for their future use. It will also serve as a place where records of the past activities of the local government will be documented for no purpose of future reference.

v. The Conference Hall:- The primary purpose of this Hall is to provide a venue for seminars, political enlightenment campaign e.t.c. which relate to the development of the local government area. However, it can also be let-out to non-governmental organisations in order to raise funds for the local government. This conference Hall will be used for a wide range of activities which include the followings:-

i. Public lecture and symposium

ii. Cinema shows (for public enlightenment)

iii. Social gathering e.g. wedding reception.

iv. Agricultural shows and Exhibition.

By implication, it will be seen that the conference Hall will be used for different purposes which are not related. In order to achieve the above mentioned purposes, the Conference Hall on the ground floor will be un-raked while the Gallery will be raked. This is to make the ground floor as flexible as possible so that functions like social gatherings, Agricultural Exhibition e.t.c. can take place in the Hall.

The major aim of any local government area in Nigeria to attain self-sufficiency and when not possible, it will not entirely depend on the state and Federal governments to carry out it projects. In order to

enhance the revenue generation of the local government, Letable offices will be provided on the last two floors of the secretariat.

7.4 THE PROPOSED STAFF OF THE SECRETARIAT

The establishment of any local government secretariat depends upon a number of considerations. These include the appointment of the right calibre of staff to ensure the effective implementation of the local government functions. Also the salary attached to each post have to be attractive and at the present it is based on the civil service salary scale. In the past each local government area were paying their staff based on their own individual scale which led to a lot of problems like mass-exodus of staff from the local government to the civil service. Staff employment should be based on qualifications and also areas of priority so as to enhance the performance of the local government in discharging their duties to the people.

The proposed staff for Jaba Local government secretariat was based on the individual staff requirements of each department. Also the different functions which are to be carried out by local government was also used as a factor to determine the staff population and thus this proposal was made for the local government

secretariat staff and they are:- The chairman, Vice Chairman, Head of Personel, Secretary to the Local government, the supervisors of the Departments and the Departmental staff. Using the above criteria as a guide for the proposal of the staff of the local government secretariat, the followings are the proposed staff for each unit or departments and they are:-

A. THE MAIN COUNCIL BLOCK:

The Main Council Block shall consists of the following number of staff:-

CHAIRMAN'S OFFICE:

1 Chairman to the Local Government Council

1 Confidential Secretary

1 Typist

2.Messengers

VICE - CHAIRMAN'S OFFICE:

1 Vice-Chairman to the Local Government Council

1 Confidential Secretary

1.Typist

1 Messenger

HEAD OF PERSONEL'S OFFICE:

1 Head of Personel

1. Confidential Secretary

1 Senior Assistant Secretary

2 Clerical Officers

2 Typists

THE LOCAL GOVERNMENT COUNCILS' OFFICE:

1 Secretary to Local Government Council

10 Councillors

1 Confidential Secretary

1 Senior Assistant Secretary

2 Assistant Secretaries

2 Clerical Officers

3 Typists

AUDIT OFFICE:

1 Auditor

1 Higher Executive Officer

1 Senior Clerical Officer

6 Clerical Officers

2 Typists

INFORMATION OFFICE:

1 Senior Information officer

1 Higher Information officer

4 Information officers

4 clerical officers

2 Clerical Assistants

2 Typists.

B. DEPARTMENT OF ADMINISTRATION:

The Administration Department shall have the following number of staff.

ADMINISTRATIVE SECTION

1 Supervisor of Administration

1 confidential secretary

2 Assistant Secretaries

1 Senior Executive officer

1 Higher Executive officer

1 Executive Officer

2 Assistant Executive Officers

3 Clerical Officers

3.Typists.

PLANNING AND DEVELOPMENT SECTION:

1 Senior Assistant Secretary

1 Assistant Secretary

1 Higher Executive Officer

2 Executive Officer

2 Clerical Officers

2 Assistant Clerical Officers

2 Typists

COUNCIL SECTION:

1 Senior Assistant Secretary

1 Assistant Secretary

2 Executive Officers

1 Assistant Executive Officer

2 Clerical Officers

2 Assistant Clerical Officers

2 Typists.

INSPECTORATE SECTION:

1 Local Government/City development Officer

1 Assistant local government/City development officer

1 Assistant city development officer

1 clerical Assistant

1 Typists.

C. DEPARTMENT OF WORKS:

The Works Department shall have the following number of staff.

WORKS SECTION:

1 Supervisor of works

1 confidential secretary

1 Senior Assistant Secretary

1 Assistant Secretary

1 Senior Executive Officer

1 Executive Officer

2 Clerical Officers

2 Clerical Assistants

2 Typists.

BUILDING CONTROL SECTION:

1 Senior Technical Officer

1 Building supritendant

1 Assistant Building supritendant

4 Building inspectors.

MAINTENANCE SECTION:

1 Senior Technical Officer

1 Higher Technical Officer

2 Technical Officers

1 Executive Officer

2 Clerical Officers

2 Clerical Assistants

1 typist

TOWN PLANNING SECTION:

1 Senior Architect

1 Senior Town Planner

4 Draughtsmen

TRAFFIC AND TESTING SECTION:

1 Principal Traffic/Testing Officer

1 Higher traffic/Testing Officer

2 Traffic/Testing Officers

4 Traffic/Testing Inspectors

2 Clerical Officers

2 Clerical Assistants

1 Typist

CAPITAL PROJECT SECTION:

1 Principal Technical Officer

1 Senior Technical Officer

2 Higher Technical Officer

2 Technical Officers

1 Executive Officer

2 Clerical Officers

2 Clerical Assistants

1 Typist.

D. DEPARTMENT OF HEALTH:

This department has the following number of staff

HEALTH (ADMN) SECTION:

1 Supervisor of Health

1 Confidential Secretary

1 Senior Assistant Secretary

1 Executive Officer

1 Assistant Executive Officer

2 Clerical Officers

2 Clerical Assistants

2 Typists

ENVIRONMENTAL HEALTH SERVICE SECTION:

1 Principal Health Supritendant

1 Senior Health Supritendant

1 Higher Health Supritendant

2 Health Supritendants

3 Health Assistants

MEDICAL SECTION:

1 Medical Officer

1 Pharmacist

2 Mid-wife-sisters

2 Staff-Mid-wives

VITAL STATISTICS (BIRTH/DEATH REGISTRATION) SECTION:

1 Principal Health Officer

1 Higher Health Officer

1 Health Supritendants

2 Health Assistants

5/ DEPARTMENT OF SOCIAL WELFARE:

This department has the following number of staff.

SOCIAL WELFARE(ADMIN) SECTION:

1 Supervisor of Social Welfare

1 Confidential Secretary

1 Senior Assistant Secretary

1 Executive Officer

2 Clerical Officers

2 Clerical Assistants

1 Typist

SOCIAL WELFARE SECTION:

1 Senior Social Welfare Officer

1 Social Welfare Officer

1 Assistant Social Welfare officer

3 Social Welfare Assistant.

SPORTS SECTION:

1 Sport organising Secretary

1 Assistant Sport Organising Secretary

1 Clerical Officer

1 Clerical Assistant

1 Typist

MARRIAGE REGISTRY SECTION:

1 Marriage Registrar

1 Assistant Marriage registrar

4 Clerical Officers

2 Clerical Assistants

2 Typists

MARKET SECTION:

1 Market Supritendant

2 Assistant Market Supritendants

6 Market Inspectors/Clerks

2 Typists

MASS MOBILISATION (MAMSER) SECTION:

1 Senior Mamser Officer

2 Mamser Officers

4 Mamser Brigades

1 Clerical Officer

1 Typist.

PARKS AND CEMETRY SECTION

1 Park/Cemetry Supritendant

1 Assistant Park/Cemetry supritendant

2 Clerical Officers

2 Clerical Assistants

F/ DEPARTMENT OF AGRICULTURE/NATURAL RESOURCES:
This department has the following number of staff.

AGRICULTURE (ADMIN) SECTION:

1 Supervisor of Agriculture

1 Confidential Secretary

1 Assistant Secretary

1 Executive Officer

1 Senior Clerical Officer

1 Clerical Officer

2 Typists

1 Driver

2 Messengers

AGRICULTURAL EXTENSION SECTION:

1 Chief Agricultural Extension Officer

1 Senior Agricultural Extension Officer

4 Agricultural Extension Officers

1 clerical Officer

1 Clerical Assistant

1 Typist.

NATURAL RESOURCES SECTION:

1 Chief Forestry Officer

1 Senior Forestry Officer

4 Forestry Officers

1 Clerical Officer

1 Clerical Assistant

1 Typist

INTEGRATED RURAL DEVELOPMENT (D.P.P.P.I) SECTION

1 Senior D.P.P.P.I Officer

3 D.P.P.P.I Officers

1 Clerical Officer

1 Clerical Assistant

1 Typist

G/ DEPARTMENT OF EDUCATION:

This department has the following number of staff.

EDUCATION (ADMIN) SECTION

1 Supervisor of Education

1 Confidential Secretary

1 Senior Assistant Secretary

1 Executive Officer

1 Senior Clerical Officer

1 Clerical Officer

2 Typists.

PRIMARY EDUCATION SECTION:

1 Chief Education Officer

1 Senior Education Officer

4 Education Officers

1 Clerical Officer

1 Clerical Assistant

1 Typist.

LIBRARY SERVICE SECTION:

1 Principal Librarian

1 Senior Librarian

1 Executive Officer

1 Senior Clerical Officer

2 Clerical Officers

2 Typists.

H/ DEPARTMENT OF FINANCE:

1 Supervisor of Finance

1 Confidential Secretary

1 Senior Assistant Secretary

1 Senior Executive Officer

2 Executive Officers

2 Clerical Officers

2 Clerical Assistarts

2 Typists

REVENUE (CASH OFFICE) SECTION:

1 Senior Executive Officer

1 Higher Executive Officer

1 Executive Officer

2 Clerical Officers

4 Revenue Collectors

ADVANCES AND STAFF SALARIES SECTION:

1 Senior Executive Officer

2 Higher Executive Officers

2 Executive Officers

4 Clerical Officers

4 Clerical Assistants

EXPENDITURE (PAY OFFICE) SECTION:

1 Higher Executive Officer

1 Executive Officer

2 Clerical Officers

4 Clerical Assistants.

FINAL ACCOUNTS SECTION:

1 Principal Executive Officer

1 Higher Executive Officer

1 Executive Officer

2 Clerical Officers

2 Clerical Assistants

1 Typist

STORES SECTION:

1 Senior Stores Officer

2 Stores Officers

2 Stores Keepers

1 Typist.

CHAPTER EIGHT:

SUMMARY AND CONCLUSION

8.1 SPACE REQUIREMENTS

The proposed local government secretariat is to provide offices for all the local govt staff working under different departments. The secretariat is made up of seven major departments and they are:- Administration, works, Health, Social Welfare, Finance, Education and Agriculture. These Departments are further subdivided into two or more sections for the effective implementation of their functions. Apart from these departments, provision was made for Allied facilities which include the council Hall, Conference Hall, Restaurant, Library, Committee rooms and Recess room.

The space allocated to each office was as a result of many factors which were considered. For instance, the clerk who is at the bottom of the hierachy of bureaucracy was used as a starting point for space allocation. The size and standard of his table and the clear circulation space of his working place were considered. Base on the toal area obtained for a clerk, other staff members were allocated spaces for their offices. Also considerations for space allocation were made based on the following factors:-

i The internal contents of the offices to be provided.

ii. The status of individual offices

ii. The nature of each officers job.

Another major consideration that was made was the use of the proposed Guideline on standard space requirement for offices as put foward by the Federal Ministry Establishment, organisation and Management unit and the proposal is as follows:-

RANK OF OFFICER	OFFICE SPACE(M^2)
Permanent Secretary	36.80
Deputy Permanent Secretary	23.00
Under Secretary	23.00
Principal Assistant Secretary I	23.00
Principal Assistant Secretary II	16.56
Senior Assistant Secretary	16.56
Assistant Secretary	16.56
Principal Executive Officer	16.56
Senior Executive Officer	16.56
Higher Executive Officer	16.56
Executive Officer	10.12
Assistant Executive Officer	10.12
Chief Clerical Officer	10.12
Senior Clerical Officer	10.12
Clerical Officer	4.14
Clerical Assistant	4.14
Typist	4.14

OFFICE SPACE

A THE MAIN COUNCIL BLOCK

SECTION	DESIGNATION	STAFF POPULATION	AREA/INDIVIDUAL (M^2)	TOTAL AREA(M^2)
CHAIRMAN'S SUITE	Chairman	1	36.00	36.00
	Confidential Secretary	1	12.00	12.00
	Typist	1	4.50	4.50
		3		52.50
VICE CHAIRMAN SUITE	Vice-Chairman	1	30.00	30.00
	Confidential Secretary	1	12.00	12.00
	Typist	1	4.50	4.50
		3		46.50
HEAD OF PERSONEL ADMIN.	Head of Personnel	1	30.00	30.00
	Confidential Secretary	1	12.00	12.00
	Senior Asst Secretary	1	18.00	18.00
	Clerical Officers	2	4.50	9.00
	Typists	2	4.50	9.00
		7		78.00
COUNCILS' SUITE	Secretary LGC	1	30.00	30.00
	Councillors	10	24.00	240.00
	C/Secretray	1	12.00	12.00
	S/A/Secretary	1	18.00	18.00
	A/Secretaries	2	18.00	36.00
	C/Officers	2	4.50	9.00
	Typists	3	4.50	13.50
		20		358.50

Office Space (Contd).

SECTION	DESIGNATION	STAFF POPULATION	AREA/INDIVIDUAL (M^2)	TOTAL AREA (M^2)
AUDIT	Auditor	1	24.00	24.00
	High E/Officer	1	18.00	18.00
	S/C/Officer	1	12.00	12.00
	C/Officers	6	4.50	27.00
	Typists	2	4.50	9.00
		11		90.00
INFORMATION	S/I/Officer	1	18.00	18.00
	H/I/Officer	1	18.00	18.00
	I/Officers	4	12.00	48.00
	C/Officers	4	4.50	18.00
	C/A/Officers	2	4.50	9.00
	Typists	3	4.50	13.50
		15		124.50
ALLIED FACILITIES	C/Chamber	14		72.00
	C/Rooms 6	7x6=42		360.00
	Recess rooms	15		50.00
	Library	50		144.00
	C/rooms	200-300		432.00
	Restaurant	50		140.00
		380		1,198.00

B. DEPARTMENT OF ADMINISTRATION

SECTION	DESIGNATION	STAFF POPULATION	AREA/INDIVIDUAL (M^2)	TOTAL AREA (M^2)
ADMINISTRATIVE SECTION	Supervisor of Admn. (Head of Admn.)	1	24.00	24.00
	C/Secretray	1	12.00	12.00
	A/Secretary II	2	18.00	36.00
	S/E/Officer	1	18.00	18.00
	H/E/Officer	1	18.00	18.00
	E/Officer	1	12.00	12.00
	A/E/Officer	2	12.00	24.00
	C/Officers	3	4.50	13.50
	Typists	3	4.50	13.50
		15		171.00
PLANNING AND ESTABLISHMENT	S/A/Secretary	1	18.00	18.00
	A/Secretary	1	18.00	18.00
	H/E/Officer	1	18.00	18.00
	E/Officer	2	12.00	24.00
	A/E/Officer	2	12.00	24.00
	C/Officers	2	4.50	9.00
	A/C/Officer	2	4.50	9.00
	Typists	2	4.50	9.00
		13		129.00
COMMERCIAL section	S/A/Secretary	1	18.00	18.00
	A/Secretary	1	18.00	18.00
	E/Officers	2	12.00	24.00
	A/E/Officer	1	12.00	12.00
	C/Officer	2	4.50	9.00
	A/C/Officer	2	4.50	9.00
	Typists	2	4.50	9.00
		11		99.00
INSPECTORATE SECTION	L.G/City Devt.Off Officer	1	18.00	18000
	A/L.Govt. Officer	1	18.00	18.00
	A/City D/Officer	1	18.00	18.00
	C/Assistant	1	4.50	4.50
	Typist	1	4.50	4.50
		5		63.00

C. DEPARTMENT OF WORK

SECTION	DESIGNATION	STAFF POPULATION	AREA/ INDIVIDUAL(M^2)	TOTAL AREA (M^2)
WORKS SECTION	Supervisor of Work (Head of Works)	1	24.00	24.00
	C/Secretary	1	12.00	12.00
	S/A/Secretary	1	18.00	18.00
	Asst.Secretary	1	18.00	18.00
	S/E/Officer	1	18.00	18.00
	E/Officers	1	12.00	12.00
	C/Officers	2	4.50	9.00
	A/C/Officer	2	4.50	9.00
	Typists	2	4.50	9.00
		12		129.00
BUILDING CONTROL SECTION	S/T/Officer	1	18.00	18.00
	B/Supritendant	1	12.00	12.00
	A/B/Supritendant	1	12.00	12.00
	B/Inspectors	4	4.50	18.00
		7		60.00
MAINTENANCE SECTION	S/T/Officer	1	18.00	18.00
	H/T/OFFICER	1	18.00	18.00
	T/Officers	2	12.00	24.00
	E/Officer	1	12.00	12.00
	C/Officers	2	4.50	9.00
	A/C/Officers	2	4.50	9.00
	Typist	1	4.50	4.50
		10		94.50
TOWN - PLANNING SECTION	S/Architect	1	18.00	18.00
	S/T/Planner	1	18.00	18.00
	Draughtsmen	4	4.50	18.00
		6		54.00
TRAFFIC/ TESTING SECTION	P/T/T/Officer	1	18.00	18.00
	H/T/T/Officer	1	18.00	18.00
	T/T/Officer	2	12.00	24.00
	T/T/Inspectors	4	4.50	18.00
	C/Officers	2	4.50	9.00
	A/C/Office	2	4.50	9.00
	Typist	1	4.50	4.50
		13		100.00
CAPITAL PROJECT SECTION	P/T/Officer	1	18.00	18.00
	S/T/Officer	1	18.00	18.00
	H/T/Officers	2	18.00	36.00
	T/Officers	2	12.00	24.00
	E/Officer	1	12.00	12.00
	C/Officers	2	4.50	9.00
	A/C/Officer	2	4.50	9.00
	Typist	1	4.50	4.50
		12		130.50

D. DEPARTMENT OF HEALTH

SECTION	DESIGNATION	STAFF POPULATION	AREA/INDIVIDUAL (M^2)	TOTAL AREA (M^2)
HEALTH (ADMN) SECTION	S/ of Health (Head of Health)	1	24.00	24.00
	C/Secretary	1	12.00	12.00
	S/A/Secretary	1	18.00	18.00
	E/Officer	1	12.00	12.00
	A/E/Officer	1	12.00	12.00
	C/Officers	2	4.50	9.00
	A/C/Officer	2	4.50	9.00
	Typists	2	4.50	9.00
		11		105.00
ENVIRONMENTAL HEALTH	P/H/Supretaindant	1	18.00	18.00
	S/H/Supritaindant	2	18.00	18.00
	H/Health Supritendent	1	18.00	18.00
	H/Supritendants	2	12.00	24.00
	H/Assistants	3	4.50	13.50
		8		91.50
MEDICAL SECTION	Medical Officer	1	18.00	18.00
	Pharmacist	1	18.00	18.00
	Mid-Wife Sisters	2	12.00	24.00
	Staff Mid-wives	2	12.00	24.00
		6		84.00
VITAL SATISTICS (BIRTHS/ Death REGISTRATION)	P/H/Officer	1	18.00	18.00
	H/H/Officer	1	18.00	18.00
	H/Supritendant	1	12.00	12.00
	H/Assistants	2	4.50	9.00
		5		57.00

E. SOCIAL WELFARE DEPARTMENT

SECTION	DESIGNATION	STAFF POPULATION	AREA/INDIVIDUAL (M^2)	TOTAL AREA (M^2)
SOCIAL WELFARE (ADMIN)	Su/of Social (welfare(H.O.S.W)	1	24.00	24.00
	C/Secretary	1	12.00	12.00
	S/A/Secretary	1	18.00	18.00
	E/Officer	1	12.00	12.00
	C/Officer	2	4.50	9.00
	C/Assists	2	4.50	9.00
	Typist	1	4.50	9.00
		9		88.50
SOCIAL WELFARE SECTION	S/S/W/Officer	1	18.00	18.00
	S/W/Officer	1	12.00	12.00
	A/S/W/Officer	1	12.00	12.00
	S/W/Asst	3	4.50	13.50
		6		55.50
SPORTS SECTION	S/O/Secretary	1	12.00	12.00
	A/S/O/Secretary	1	12.00	12.00
	C/Officer	1	4.50	4.50
	C/Asst	1	4.50	4.50
	Typist	1	4.50	4.50
		5		37.50
MARRIAGE Registry SECTION	Marriage Registrar	1	18.00	18.00
	A/M/Registrar	1	12.00	12.00
	C/Officer	4	4.50	18.00
	C/Assts	2	4.50	9.00
	Typists	2	4.50	9.00
		10		66.00
MARKET SECTION	M/Supritendant 1	1	12.00	12.00
	A/M/Supritendant	2	12.00	24.00
	M/Inspector/Clerks	6	4.50	27.00
	Typists	2	4.50	9.00
		11		72.00
MAMASER SECTION	S/M/Officer	1	18.00	18.00
	Mamser Officers	2	12.00	24.00
	Mamser Brigades	4	4.50	4.50
	Clerical Officer	1	4.50	4.50
	Typist	1	4.50	& 4.50
		9		69.00
PARKS AND CEMETERY SECTION	P/C/Supritendant	1	12.00	12.00
	A/P/C/Supritendant	1	12.00	12.00
	Clerical Officers	2	4.50	9.00
	C/Assistants	2	4.50	9.00
	Typist	1	4.50	4.50
		7		46.50

F. DEPARTMENT OF AGRIC/NATURAL RESOURCES.

SECTION	DESIGNATION	STAFF POPULATION	AREA/INDIVIDUAL (M^2)	TOTAL Area (M^2)
AGRICULTURE (Admin)	S/ of Agriculture	1	24.00	24.00
	C/Secretary	1	12.00	12.00
	A/Secretary II	1	18.00	18.00
	E/Officer	1	12.00	12.00
	S/C/Officer	1	12.00	12.00
	C/Officer	1	4.50	4.50
	Typists	2	4.50	9.50
	Driver	1	4.50	4.50
	Messenger	1	4.50	4.50
		10		100.50
AGRICULTURAL EXTENSION SECTION	Chief Agric. Off.	1	18.00	18.00
	Snr. Agric. Off	1	12.00	12.00
	Agric. Ext. Off.	4	4.50	18.00
	Clerical Officer	1	4.50	4.50
	Clerical Asst	11	4.50	4.50
	Typist	1	4.50	4.50
		9		61.50
NATURAL RESOURCES SECTION	Chief Forestry Off.	1	18.00	18.00
	Snr. Forestry Off.	1	12.00	12.00
	Forestry Officers	4	4.50	18.00
	Clerical Officer	1	4.50	4.50
	Clerical Asst	1	4.50	4.50
	Typist	1	4.50	4.50
		9		61.50
D.F.R.R.I SECTION	Senior DFFRI Off.	1	12.00	12.00
	DFRRI Officers	3	4.50	13.50
	Clerical Officer	1	4.50	4.50
	Clerical Assistant	1	4.50	4.50
	Typist	1	4.50	4.50
		7		39.00

H DEPARTMENT OF FINANCE

SECTION	DESIGNATION	STAFF POPULATION	AREA/INDIVIDUAL (M^2)	TOTAL AREA (m^2)
FINANCE (ADMIN)	S/ of Finance	1	24.00	24.00
	C/Secretary	1	12.00	12.00
	S/A/Secretary	1	18.00	18/00
	S/E/Officer	1	18.00	18.00
	E/Officers	2	12.00	24.00
	C/Officers	2	4.50	9.00
	C/Assistants	2	4.50	9.00
	Typists	2	4.50	9.00
		12		123.00
REVENUE (CASH OFFIC) SECTION	S/E/Officer	1	18.00	18.00
	H/E/Officer	1	18.00	18.00
	E/ Officer	1	12.00	12.00
	C/Officers	2	4.50	9.00
	Revenue Collectors	4	4.50	18.00
		9		75.00
ADVANCES & STAFF SALARIES SECTION	S/E/Officer	1	18.00	18.00
	H/E/Officers	2 2	18.00	36.00
	E/Officer	2	12.00	24.00
	C/Officers	4	4.50	18.00
	C/Assistants	4	4.50	18.00
		13		114.00
EXPENDITURE (PAY OFFICE) SECTION	H/E/Officer	1 1	18.00	18.00
	E/Officer	1	12.00	12.00
	C/Officers	2	4.50	9.00
	C/Assists	4	4.50	18.00
		8		57.00
FINAL ACCOUNTS SECTION	P/E/Officer	1	18.00	18.00
	H/E/Officer	1	18.00	18.00
	E/Officer	1	12.00	12.00
	C/Officer	2	4.50	9.00
	C/Assists	2	4.50	9.00
	Typist	1	4.50	4.50
		8		70.70
STORES SECTION	S/Store Officer	1	18.00	18.00
	S/Officers	2	12.00	24.00
	S/Keepers	2	4.50	9.00
	Typist	1	4.50	4.50
		6		55.50

G. DEPARTMENT OF EDUCATION

SECTION	DESIGNATION	STAFF POPULATION	AREA/INDIVIDUAL(M^2)	TOTAL AREA (M^2)
EDUCATION (ADMN.) SECTION	Supervisor of Ed. (Head of Education)	1	24.00	24.00
	C/Secretary	1	12.00	12.00
	S/A/Secretary	1	18.00	18.00
	E/Officer	1	12.00	12.00
	S/C/Officer	1	12.00	12.00
	Clerical Officer	1	4.50	4.50
	Typists	2	4.50	9.00
		8		91.50
PRIMARY EDUCATION SECTION	Chief Educ Officer	1	24.00	24.00
	Snr. Educ. Officer	2	18.00	36.00
	Education Officers	4	12.00	48.00
	Clerical Officer	1	4.50	4.50
	Asst. Clerical Off.	1	4.50	4.50
	Typist	1	4.50	4.50
		10		121.50
LIBRARY SERVICE	Prin. Librarian	1	18.00	18.00
	Snr. Librarian	1	18.00	18.00
	Executive Officer	1	12.00	12.00
	Snr. Clerical Off.	1	12.00	12.00
	Clerical Officers	2	4.50	9.00
	Typists	2	4.50	9.00
		8		78.00

8.2 SUMMARY OF SPACE REQUIREMENTS

From the estimate of office space required for the staff of the proposed local government Secretariat (as shown in the previous pages), a summary of the total floor areas are computed thus:-

DEPARTMENT	SECTION	STAFF POPULATION	TOTAL AREA REQUIRED(M^2)
THE MAIN COUNCIL BLOCK (CIVIC UNIT)	Chairman	3	52.00
	Vice-Chairman	3	46.50
	Head of Personnel Administration	7	78.00
	Councils' suite	20	358.00
	Audit	11	90.00
	Information	15	124.00
		59	748.50
ALLIED FACILITIES	Council Chamber	14	72.00
	Committee rooms	42	360.00
	Recess room	15	50.00
	Library	50	144.00
	Conference room	200-300	432.00
	Restaurant	50	140.00
		380	1,198.50
ADMINISTRATION	Administration	15	171.00
	Planning and Establishment	13	129.00
	Commercial	11	99.00
	Inspectorate	5	63.00
		44	462.00
WORKS	Works	12	129.00
	Building Control	7	60.00
	Maintenance	10	94.50
	Town Planning	6	54.00
	Traffic/Testing	13	100.00
	Capital Project	12	130.00
		60	568.50
HEALTH	Health (Admin)	11	105.00
	Env. Health Serv.	8	91.50
	Medical	6	84.00
	Vital statistics	5	57.00
		30	1337.50

DEPARTMENT	SECTION	STAFF POPULATION	TOTAL AREA REQUIRED M^2
SOCIAL WELFARE	Soc. Welfare (Admn)	9	88.50
	Social Welfare	6	45.50
	Sports	5	37.50
	Marriage Registry	10	66.00
	Market	11	69.00
	Parks/Cemetry	7	46.50
		48	363.00
AGRICULTURE	Agriculture(Adm)	10	100.50
NATURAL	Agric. Extension	9	61.50
RESOURCES	Natural Resources	9	61.50
	D.F.R.R.I.	7	39.00
		35	262.50
EDUCATION	Education (Adm.	8	91.50
	Primary Education	10	121.50
	Library Service	8	78.00
		26	291.00
FINANCE	Finace (Adm.)	12	123.00
	Revenue	9	75.00
	Advances/Staff Salaries	13	114.00
	Expenditure	8	57.00
	Final Accounts	8	70.50
	Stores	6	55.50
		56	495.00

GR ND TOTAL OF FLOOR AREAS

DEPARTMENT	STAFF POPULATION	TOTAL AREA (M^2)
The main Coucil		
Block (Civic Unit)	59	748.50
Allied Facilities		1,198.00
Administration	44	462.00
Works	60	568.50
Health	30	337.50
Social Welfare	48	363.00
Agric/Natural Resources	35	262.50
Education	26	291.00
Finance	56	495.00
	358	4,726.00

Putting all the above factors into consideration a proposal for space requirements was achieved. This was used for the initial estimate of the required floor area of the proposed secretariat. The breakdown of the floor area needed for by each staff of the Local government are as follows:-(see pg 86)

8.3 THE DESIGN REPORT:

The entire local government secretariat's accomodation is made up of four main units. These units are connected to one another by corridors and they are accessible to the staff from the main entrance of the secretariat.

The main entrance consists of a general lobby area which is connected to the Entrance Hall via a door. The Lobby will serve as an outdoor waiting area for the staff in the morning when the door into the secretariat has not yet been opened.

The Entrance Hall is made up of the reception area, Reception lounge, Exhibition area and the main stair case which service the whole secretariat. The Entrance Hall will serve as a waiting area for visitors to the secretariat until when they have been cleared before theycan proceed to other parts of the secretariat.

8.3.1 THE MAIN COUNCIL BLOCK:

This is located on the ground floor of the secretariat and is easily accessible from the main Entrance. It houses the civil suite of the elected members of the council, the chairman, the Vice - Chairman, Head of Personel and the secretary to the council's offices. It also contains the council chamber, Recess (Rest) room, and a library.

The floor on top of the Main Council Block is the Department of Administration, which is closely related to it. This Depart ent houses the supervisor of Administration, his deputy and all the Administrative staff of the local government area.

On the second and third floors directly on Top of the Administrative Block are letable offices spaces which will generate revenue for the local government. However, when the need for future expansion arise, they can be converted to offices. The main council Block is the approach (south) view of the secretariat and it is the most important unit of the entire secretariat. All other departments are directly behind it.

8.3.2 THE DEPARTMENTS:-

The departments of works, Agriculture and Education are located on the ground floor of the

the secretariat due to their direct functional services with the public. On the western wing of the secretariat is the Works department which is easily accessible to the public from either the Main entrance or from side entrance to the secretariat. Next to department of works is Agriculture department which lies on the Northern Wing of the building and finally on the Eastern Wing is the Education department.

The first floor houses the departments of Health, social s welfare and Finance.

The department of Health is directly on top of works, that of social welfare is directly on top of Agriculture while the department of Finance is directly on top of Education.

Letable office spaces were provided on the Western and Eastern wings which are directly on top of Health and Finance departments. These space cann be converted and used by the staff of the secretariat when the need for future expansion arise.

8.3.3 ALLIED FACILITIES

A part from the Allied facilities that were located at the Main council Block, the conference Hall and the the Restaurant were located at strategic points in the secretariat. The conference Hall which

can also be used to serve other functions was located at the Eastern part of the secretariat. The reason for this is that most of the functions that will be carried out there are normally in the Afternoon or Evening time. Placing it therefore on the Western part of the secretariat will have exposed part of it to direct Evening sunlight. The conference Hall was not raked due to the fact that it will be used for different purposes which include Exhibition, Social gathering etc.

8.3.4 PARKING SPACES:

The majority of staff population of the local government secretariat fall within the category of the middle and low income earners and thus only a few of the staff have their own personal cars. In view of the above, about 70 parking spaces were provided for the whole secretariat and a carport was provided to serve as parking spaces for chairman, Vice-Chairman, Head of Personal and Secretary to the Local Government Council.

8.3.5 PEDESTRIAN CIRCULATION:

This was provided for the teaming staff of the secretariat who do not have vehicles and this was linked directly to the main Entrance of the secretariat.

8.4 CONCLUSION:

The secretariat design was primarily aimed at providing office accommodation to the staff of the newly created Jaba Local government in Kaduna State However, with the predominant problem of expansion in most of the already existing secretariat in the state, and also the problem of having a uniform cost for the construction of secretariats in the state, this thesis research was taken up.

The proposed secretariat design has been able to takle the first problem which is provision of office accomodation for the staff of Jaba Local government area. Moreover, the design has also solved the problem of having a poorly designed secretariat for the people of the local government area.

In tackling the other problem i.e. having a uniform construction cost for all the new local government secretariat in the state, it is hope that this research will be adopted as a prototype design and should be mandated on all the newly created local government areas while the old ones should be encouraged to adopt the new design by giving themgrants to help them built new ones.

REFERENCES

1. Charles M.; Geralld A. (?) Ed Dimension, Space, shapt and scale in Architecture.
2. I lueje N.P. (1991) Ed A New Geography Nigeria.
3. Kaemer, Stevens & Partner (?) Ec. Open-plan Office
4. Manfredo T. (?) Ed Architecture and Utopia
5. Neufart N. (1980) Ed. Architects' Data, Gramada Publishing Ltd, Halsted Press.
6. Norberg S. (?) Ed. Existence space and Architecture.
7. Oscar N. (?) Ed Defensible space
8. Paul P. (1984) Ed. Longman Dictionary of Contemporary English.
9. Robert S. (?) Ed. Perssonal space
10. Udo R.K. (1978) Ed. A comprehensive Geography of West Africa.
11. Federal Government of Nigeria (1976). Guidelines Local Government reforms. A publication.
12. Kaduna State: (1975 - 80). Kaduna State Local government Revised Development Plan. A publication.
13. Dr. Kumo S. and Dr. Aliyu A.Y. (?) Local Government Reforms in Nigeria. A Publication.

14. New Nigeria No. 8, 255 (20/03/92). 1991 Population Census Provisional Results. A Newspaper Publication.

15. New Nigerian No. 8, 255 (20/03/92) Local Government Personel Management. A Publication by Mohammed Jumare.

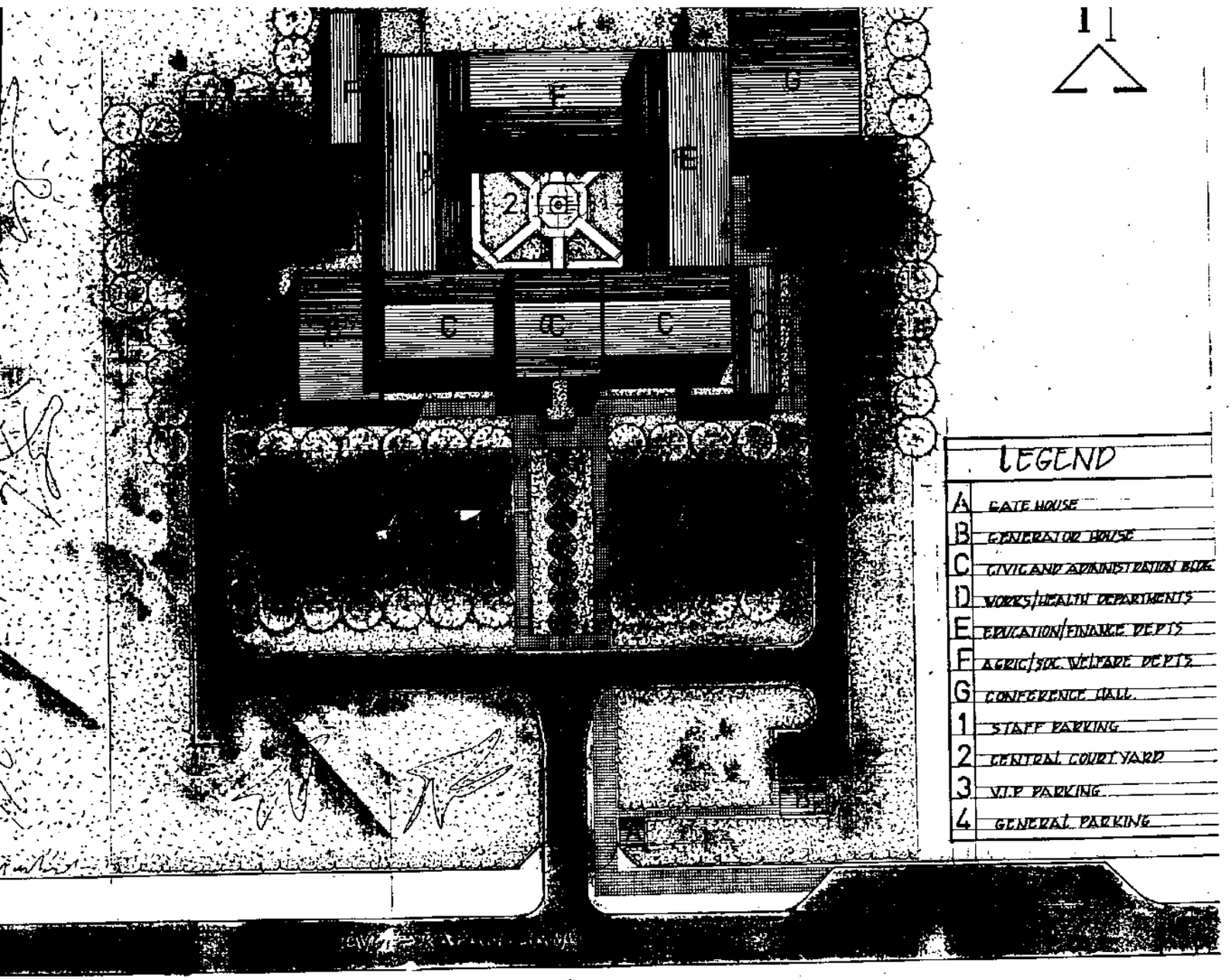
16. North rn Nigeria Year Book (1968) Local Government in Northern Nigeria. A Publication.

17. Tuk Ham Programme (1992) Tuk Ham cultural Festival, A Publication by Makarfi Publishing company, Kaduna.

18. Areago T.A. (1982) Local Government secretariat, Lagos, Unpublished M.Sc. Thesis. Ahmadu Bello University, Zaria, Nigeria.

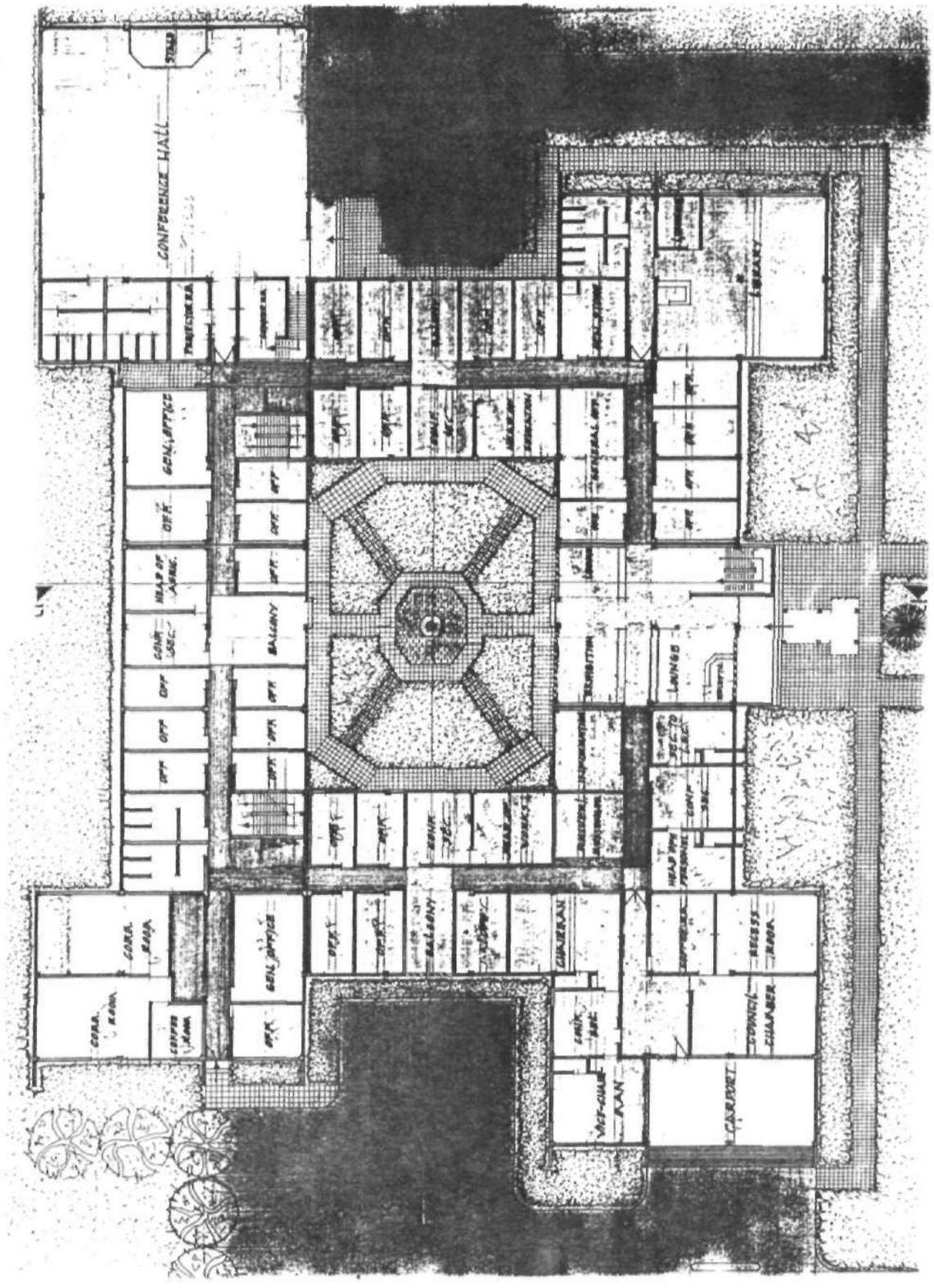
19. Dewu M.A. (1980) Local Government Secretariat, Zaria unpublished M.Sc. Thesis. Ahmadu Bello University, Zaria, Nigeria.

20. Biki B.A. (1986) Ham community Centre Unpublished M.Sc. Thesis. Ahmadu Bello University, Zaria, Nigeria.

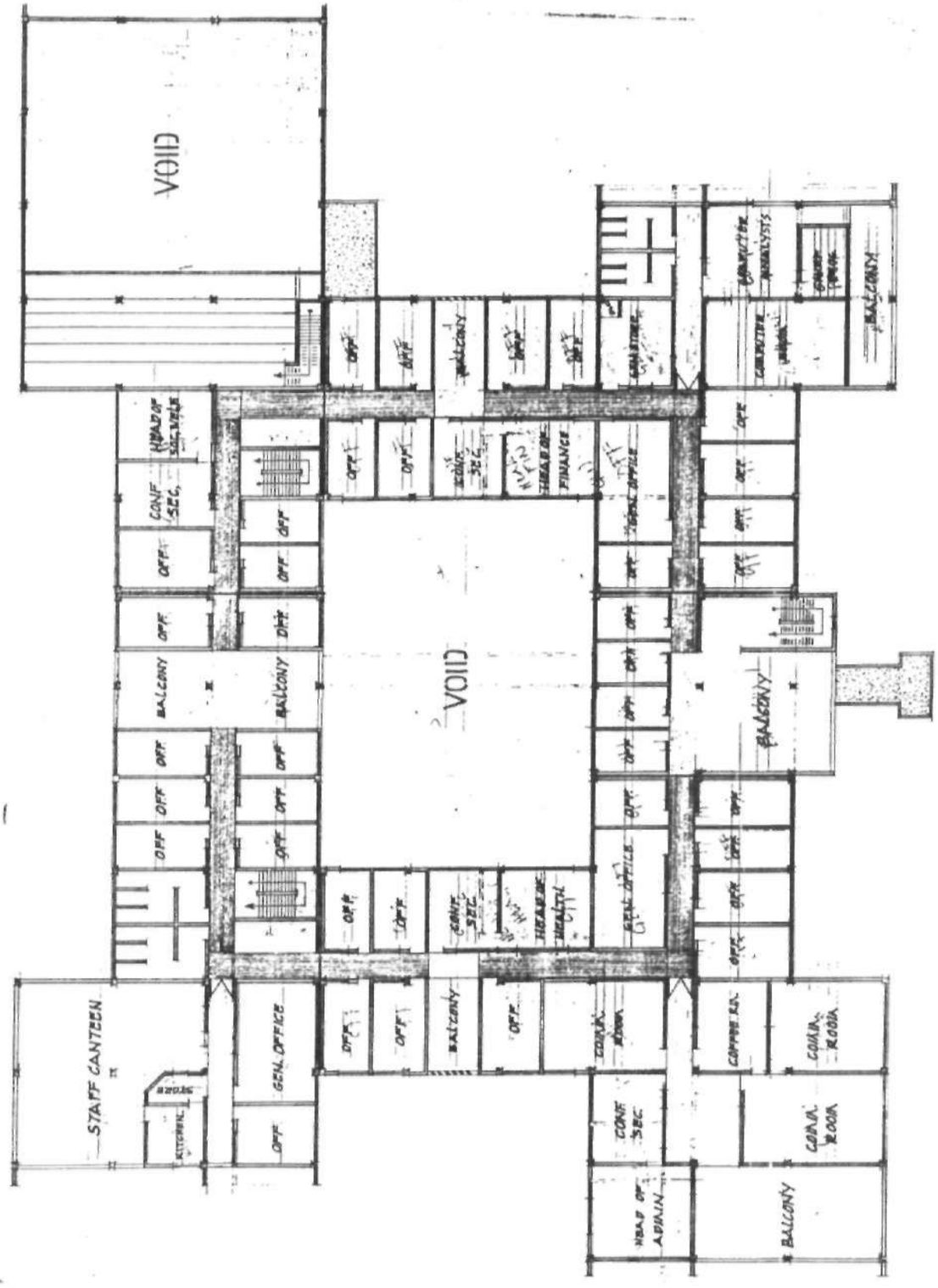


SITE PLAN

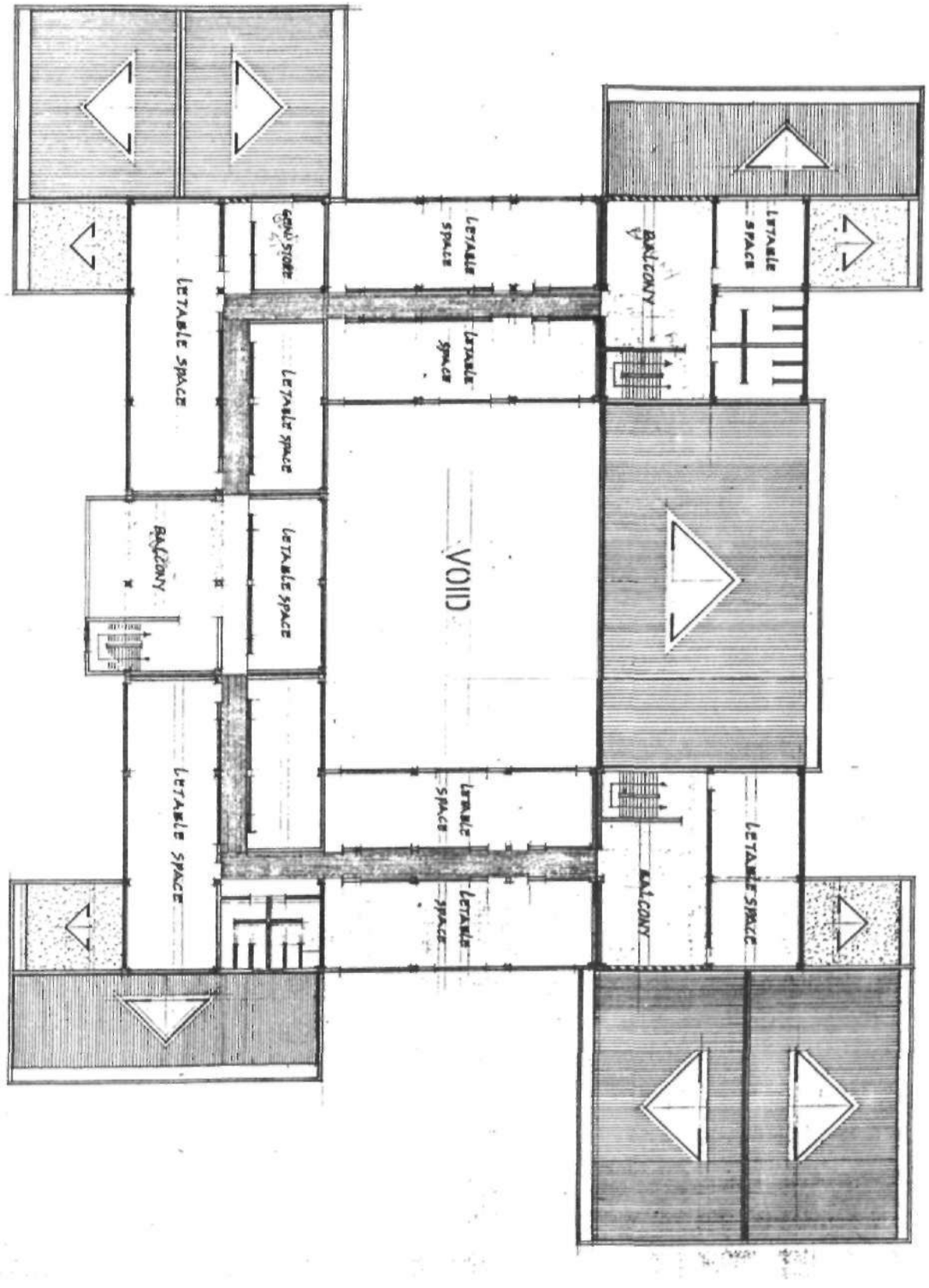
SITE PLAN



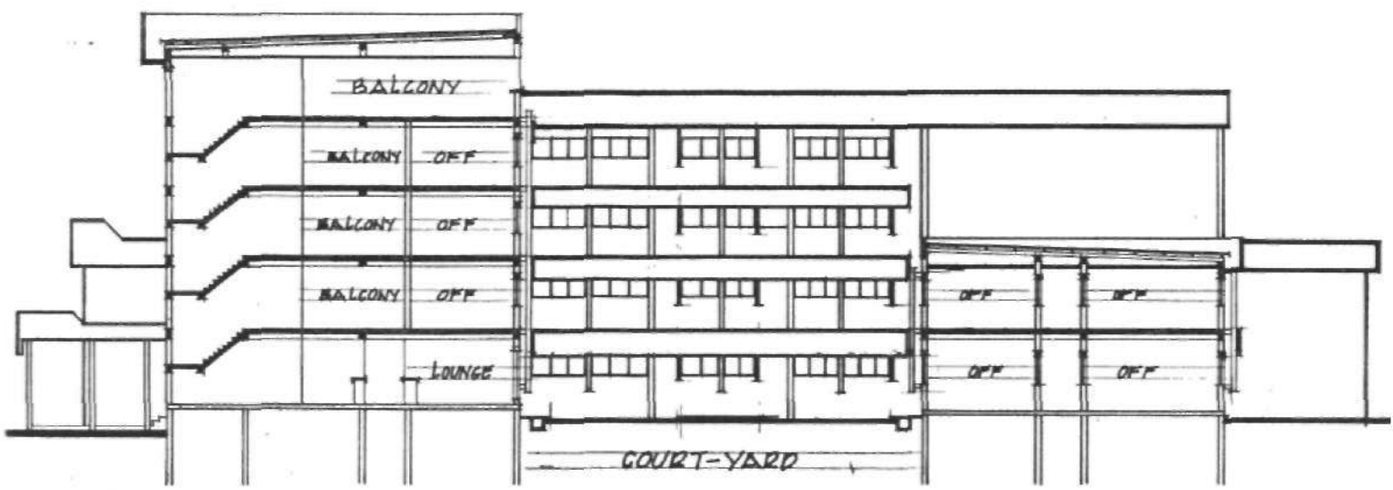
GROUND FLOOR PLAN



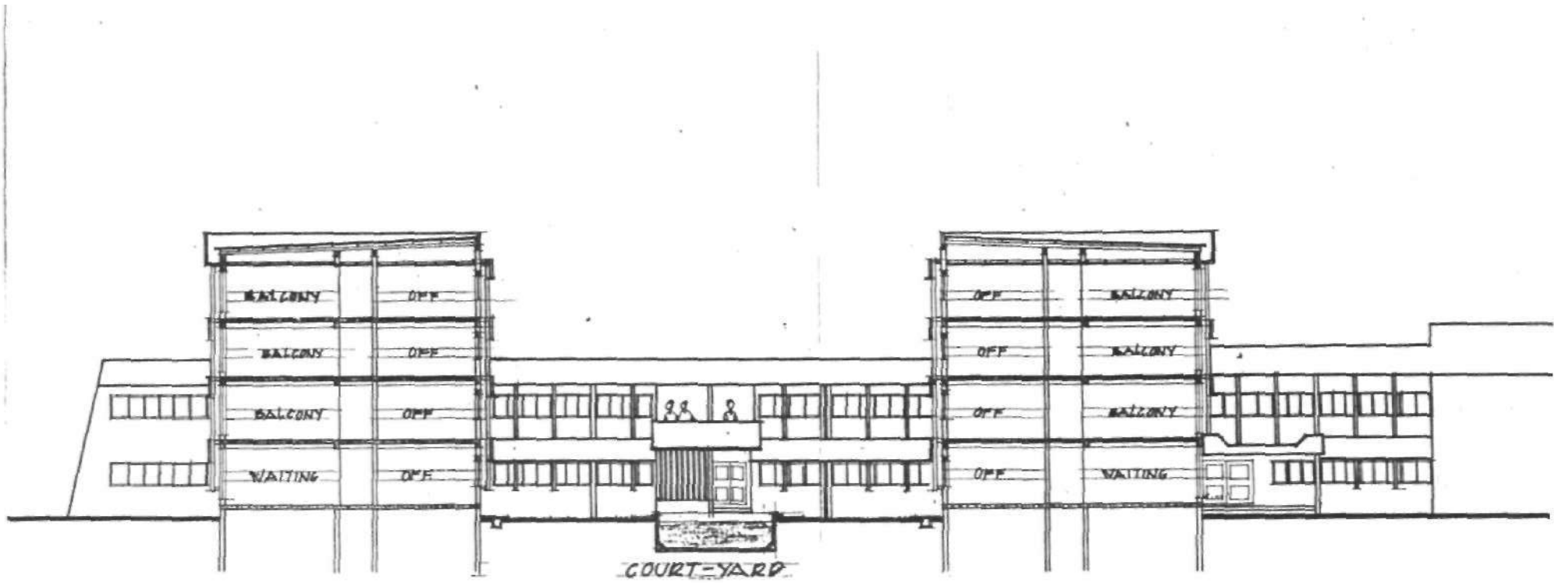
FIRST FLOOR PLAN



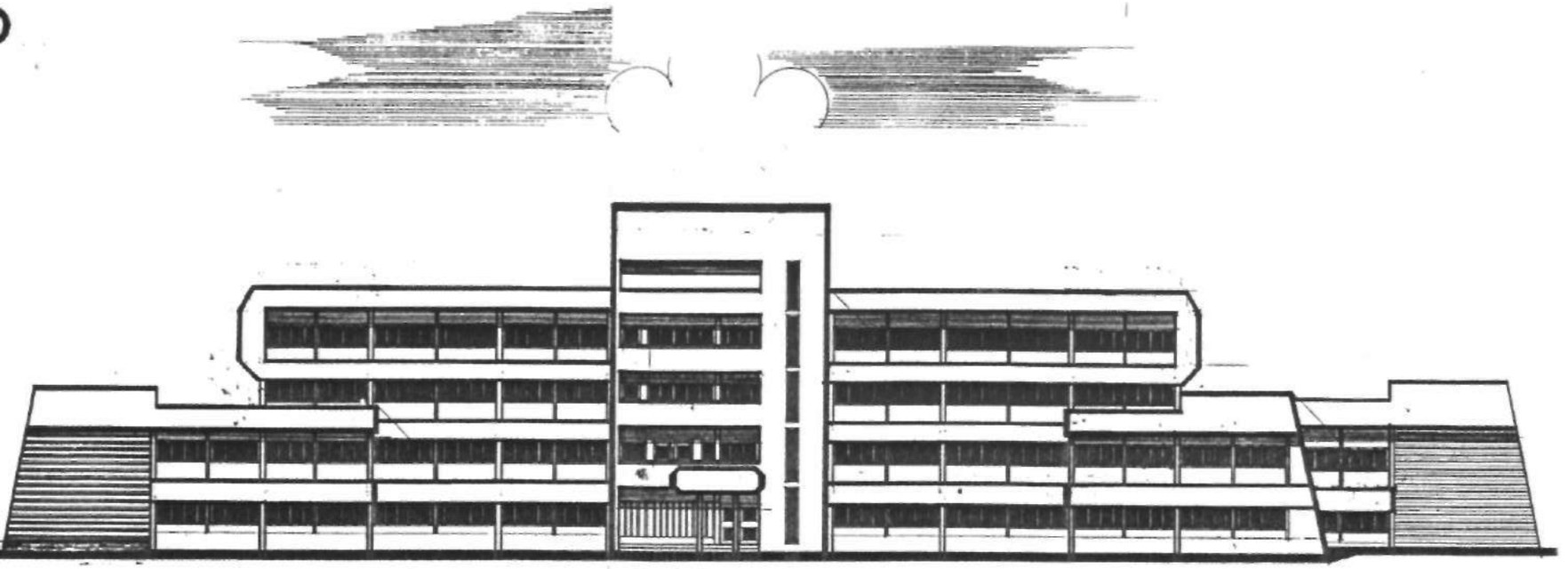
2ND – 3RD FLOOR PLAN


BALCONY
BALCONY
OFF
BALCONY
OFF
BALCONY
OFF
LOUNGE
OFF
OFF
OFF
OFF
COURT-YARD

SECTION A–A

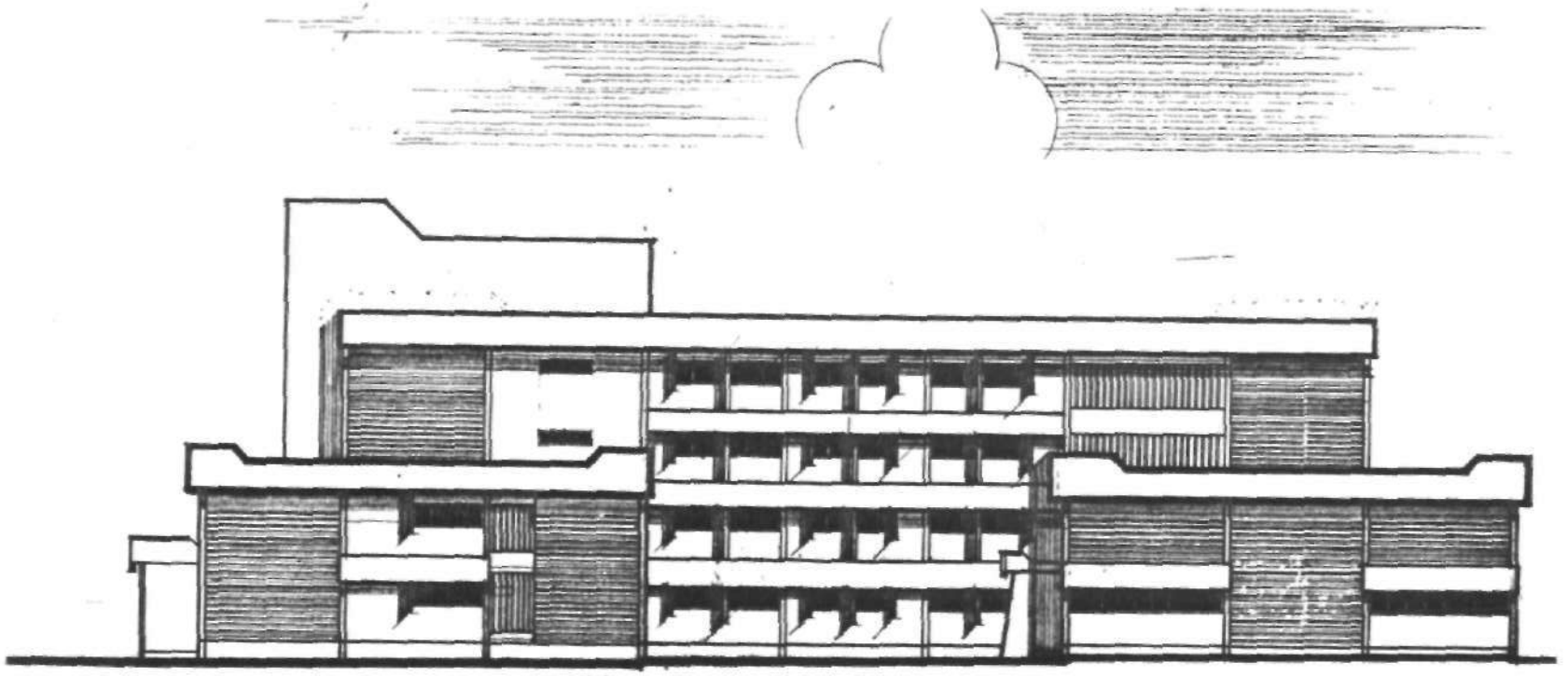

BALCONY
OFF
BALCONY
OFF
BALCONY
OFF
WAITING
OFF
OFF
BALCONY
OFF
BALCONY
OFF
BALCONY
OFF
WAITING
COURT-YARD

SECTION B–B



SOUTH (APPROACH) ELEVATION

H



EAST (SIDE) ELEVATION