



## **LOCAL GOVERNMENT SERVICE**

### **ADMINISTRATIVE INSTRUCTIONS ON METROPOLITAN/MUNICIPAL/DISTRICT DEPARTMENTAL AND METROPOLITAN/MUNICIPAL/DISTRICT ASSEMBLY ORGANOGRAMS AND REPORTING RELATIONSHIPS**

#### **A. INTRODUCTION**

Following the enactment of the Local Government (Departments of District Assemblies) (Commencement) Instrument, 2009, L.I. 1961, which came into force on 24<sup>th</sup> February 2010, and following the ceremonial transfer of the affected staff from the Civil Service to the Local Government Service, the following Administrative Instructions are issued with respect to the new district level departmental organograms, the District Assembly Organograms as well as the reporting relationships at the district level.

L.I. 1961 commences the operation of the Departments of the Metropolitan, Municipal and District Assemblies (MMDAs) as such and the cessation of the 17 Departments listed in the Local Government Service Act, 2003, Act 656 to function as de-concentrated Departments at the district level. As provided for in the Local Government Act, 1993, Act 462, Metropolitan Assemblies are to establish 16 Departments, Municipal Assemblies are to establish 13 Departments and District Assemblies are to establish 11 Departments.

#### **B. STRUCTURE AND ORGANOGRAMS OF THE MMDA LEVEL DEPARTMENTS**

For each of the District, Municipal and Metropolitan Assemblies, a model structure and Organogram has been attached to these Administrative Instructions as Appendices 1A/1B, 2A/2B and 3A/3B respectively.

The MMDA Departments and their Sections and Units and in some cases their Sub-Units have been shown on the Organograms. The Departments themselves have been clustered into 6 groups of Departments namely:

##### ***Social Sector Departments***

1. Department of Education, Youth and Sports
2. Department of Social Welfare and Community Development

3. District Health Department

#### ***Infrastructure Sector Departments***

4. Works Department
5. Physical Planning Department
6. Urban Roads (Municipal and Metropolitan Assemblies only)

#### ***Economic Sector Departments***

7. Department of Trade and Industry
8. Department of Agriculture
9. Transport Department (Metropolitan and Municipal Assemblies only)

#### ***Environmental Sector Departments***

10. Disaster Prevention Department
11. Waste Management Department (Metropolitan Assemblies only)
12. Natural Resources Conservation, Forestry, Game and Wildlife Department.

#### ***Financial Sector Departments***

13. Finance Department
14. Budget and Rating Department (Metropolitan Assemblies only)

#### ***Admin., Plan & Budget Sector***

15. Central Administration Department

#### ***Miscellaneous Departments***

16. Legal Department (Metropolitan Assemblies only)

#### **Sector Conveners**

For each of the clustered sectors, a Convener who shall be a Director / Head of one of the Departments in the cluster shall be appointed by the Metropolitan, Municipal and District Coordinating Director (MMDCD).

The Convener of the Cluster of Departments shall be appointed for one year and based on his/her performance shall be eligible for extension of his/her tenure for one more year. The selection of the convener of the cluster of Departments shall rotate among the departments of the cluster.

## **C. REPORTING RELATIONSHIP**

### **Personnel Arrangements & Reporting Lines (General)**

1. Staff of the Departments of the MMDAs are officers of the MMDAs. They are subject to the Scheme of Service (SoS), Conditions of Service (CoS) and other Protocols and Regulations issued from the Office of the Head of the Local Government Service.
2. The Departments' functions shall be channelled through the Metropolitan/Municipal/District Coordinating Director (MMDCD) to the Metropolitan/Municipal/District Chief Executive (MMDCE).
3. The Convenors of the clusters of Departments reporting to the MMDCE through the MMDCD in the Organogram of the MMDA shall be the Head of one of the Departments in the cluster and shall be appointed by the MMDCD.
4. For all matters relating to administration, the reporting line shall be through the Head of the Central Administration Department to the MMDCD.
5. For all matters relating to planning and budget, the reporting line shall be through the Metropolitan/Municipal/District Planning Officer (MMDPO) or Metropolitan/Municipal/District Budget Officer (MMDBO) to the MMDCD as the case may be.
6. For purposes of budgetary expenditure, the MMDCE shall be the authorizing officer and the MMDCD shall be the spending officer.

### **Reporting Relationship between the MMDA & the Structures above the MMDA Level (General)**

1. In all matters relating to human resource management and development (including personnel administration), capacity-building (including training), professional standards, performance reporting, service delivery standards, MMDAs shall, acting through the MMDCE, report to the LGSS through the RCCs.
2. On issues relating to Inter-Service and Sectoral collaboration and cooperation, MMDAs shall, acting through the MMDCE, report to the LGSS through the RCCs.
3. In matters relating to district development plans and the district development budget, as and when required, MMDAs shall, acting through the MMDCE, report to the NDPC through the RCCs (RPCUs) and copied to the LGSS.
4. In matters relating to local government and decentralization policy, legislation and finance, including the district composite budget, as and when required, MMDAs shall, acting through the MMDCE, submit reports to the MLGRD, LGSS and the MoF through the RCCs.
5. In matters relating to sector policy, RCCs will collate and report to appropriate MDAs as the case may be.

### Channel of Communication (General)

1. Communication from Heads of Ministries and Departments at the national and regional levels intended for the Departments of the MMDAs shall be addressed to the MMDCE in all cases where it relates to major policy, operational and management issues.
2. Copies of such communication shall be addressed to the Metropolitan/Municipal/District Head in charge of the relevant Department. The MMDCE shall issue directives indicating the appropriate course of action to be taken. For example, in major policy and management issues relating to Social Welfare, the communication shall be addressed to:-

*The Metropolitan Chief Executive  
Sekondi-Takoradi Metropolitan Assembly  
Sekondi*

and copied to:

*The Metropolitan Director  
Department of Urban Roads  
Sekondi-Takoradi Metropolitan Assembly  
Sekondi*

3. All communication addressed by District Heads to Regional and National Heads as well as members of the general public will be issued on the appropriate letterheads of the Assembly and will be signed over their departmental titles for the MMDCE. For example, in the case of Agriculture (Women in Agric. Section), the letterhead will read:

*Berekum Municipal Assembly  
Department of Agriculture  
(Women in Agric. Section)  
Brekum*

and the communication will be signed by the Director for the MMDCE;  
For example:

*Alima Kafui  
Director, Department of Agriculture  
For MCE*

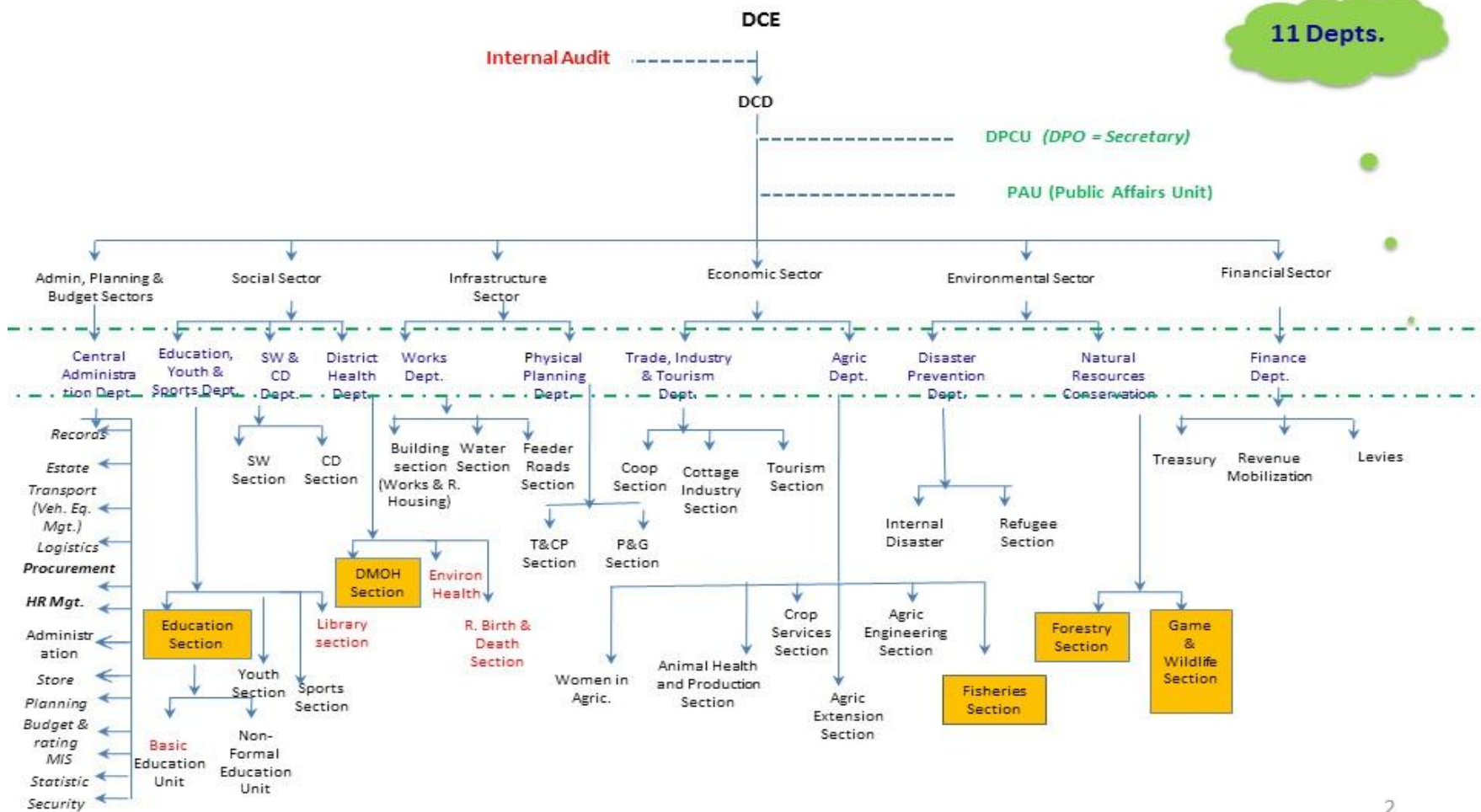
4. To enable the MMDCE harmonize the activities of the de-concentrated departments, state-owned organizations and other central government agencies in the district with

those of the MMDA, all communication addressed to the District Officer in charge of those non-MMDA Departments shall be copied to the MMDCE for his information.

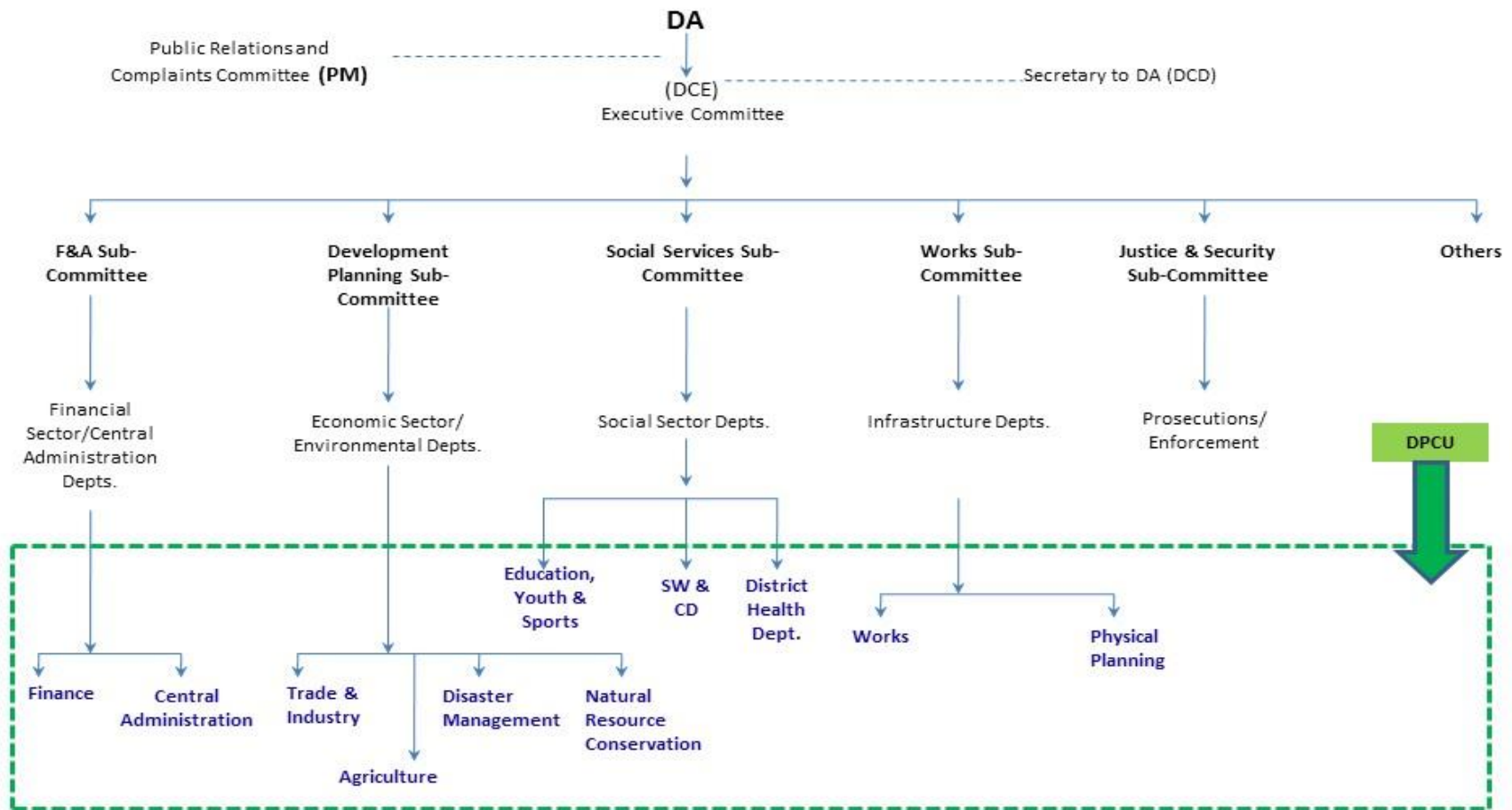
5. Communication from MDAs to MMDAs relating to matters of general policy affecting all MMDAs shall be addressed to RCCs and copied to MMDAs.
6. In all matters relating specifically to a particular Assembly or Assemblies and in cases of emergency as well as in those areas where the MDAs ask for reports, statistical data and related information, communication shall be addressed directly to the MMDCEs and copied to the RCCs.
7. The MMDCEs shall, in such cases, address the responses direct to the MDAs with copies to the RCC.

# APPENDIX 1A

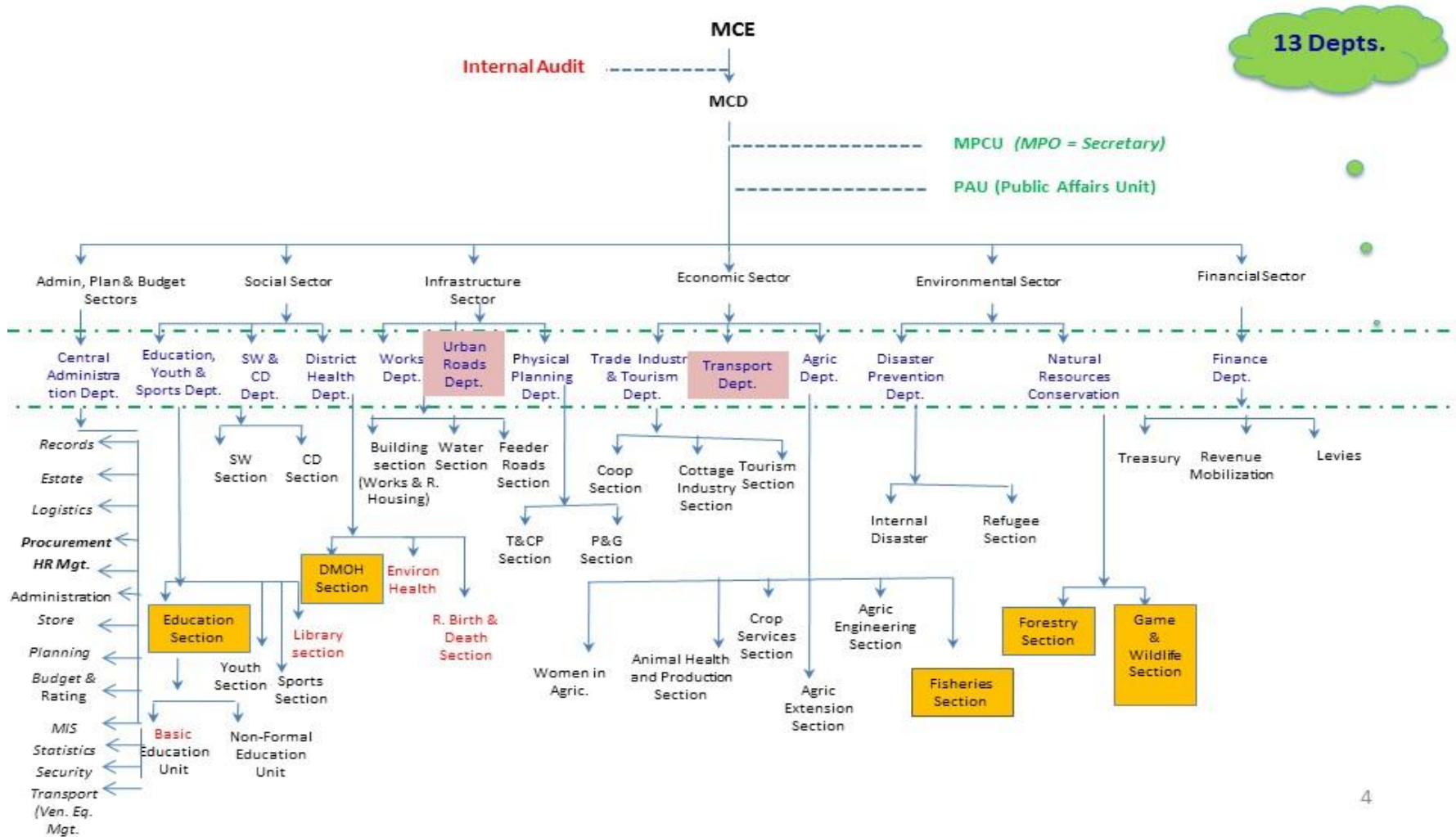
## DISTRICT DEPARTMENTAL ORGANOGRAM (FUNCTIONAL)



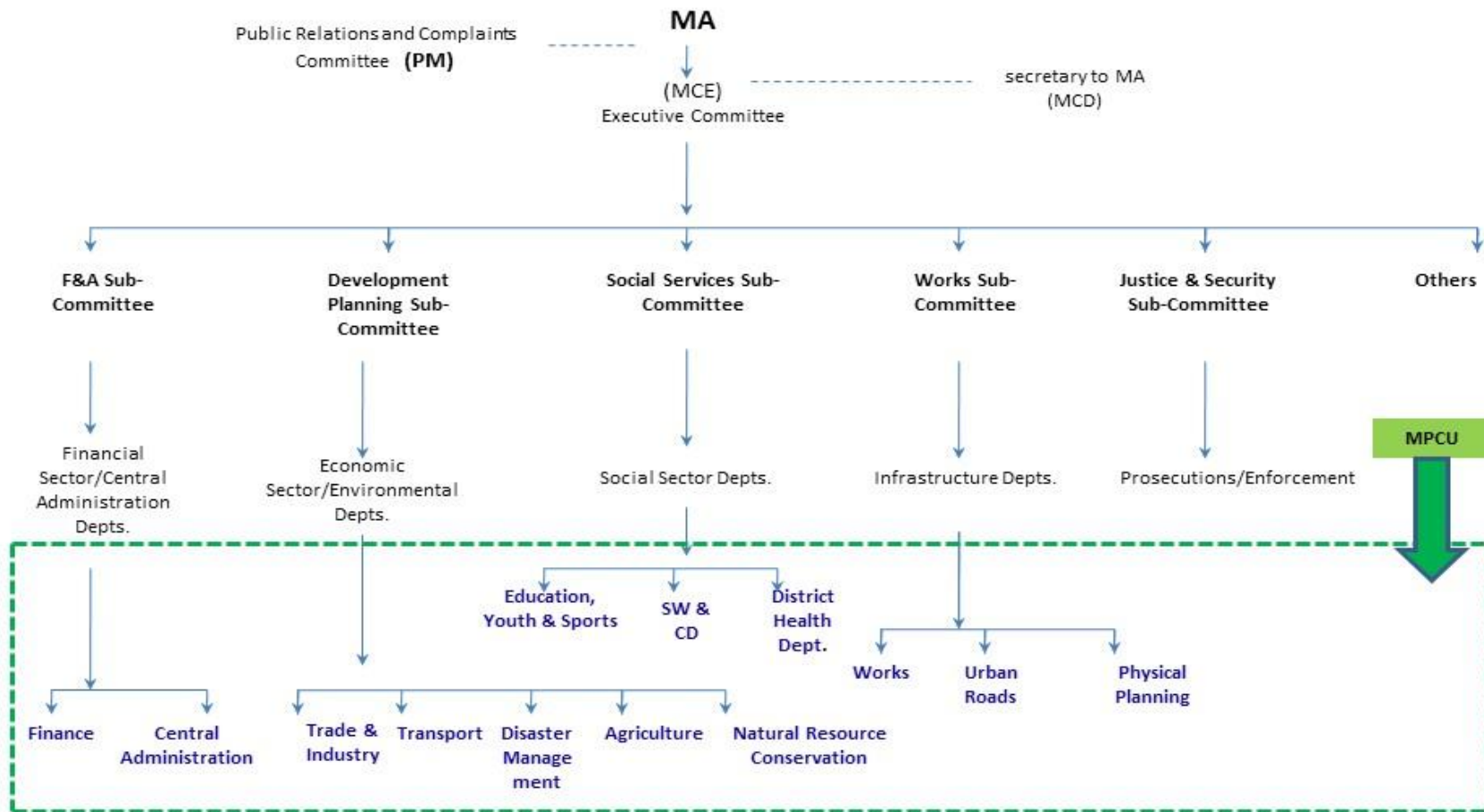
## APPENDIX 1B DISTRICT ASSEMBLY ORGANOGRAM



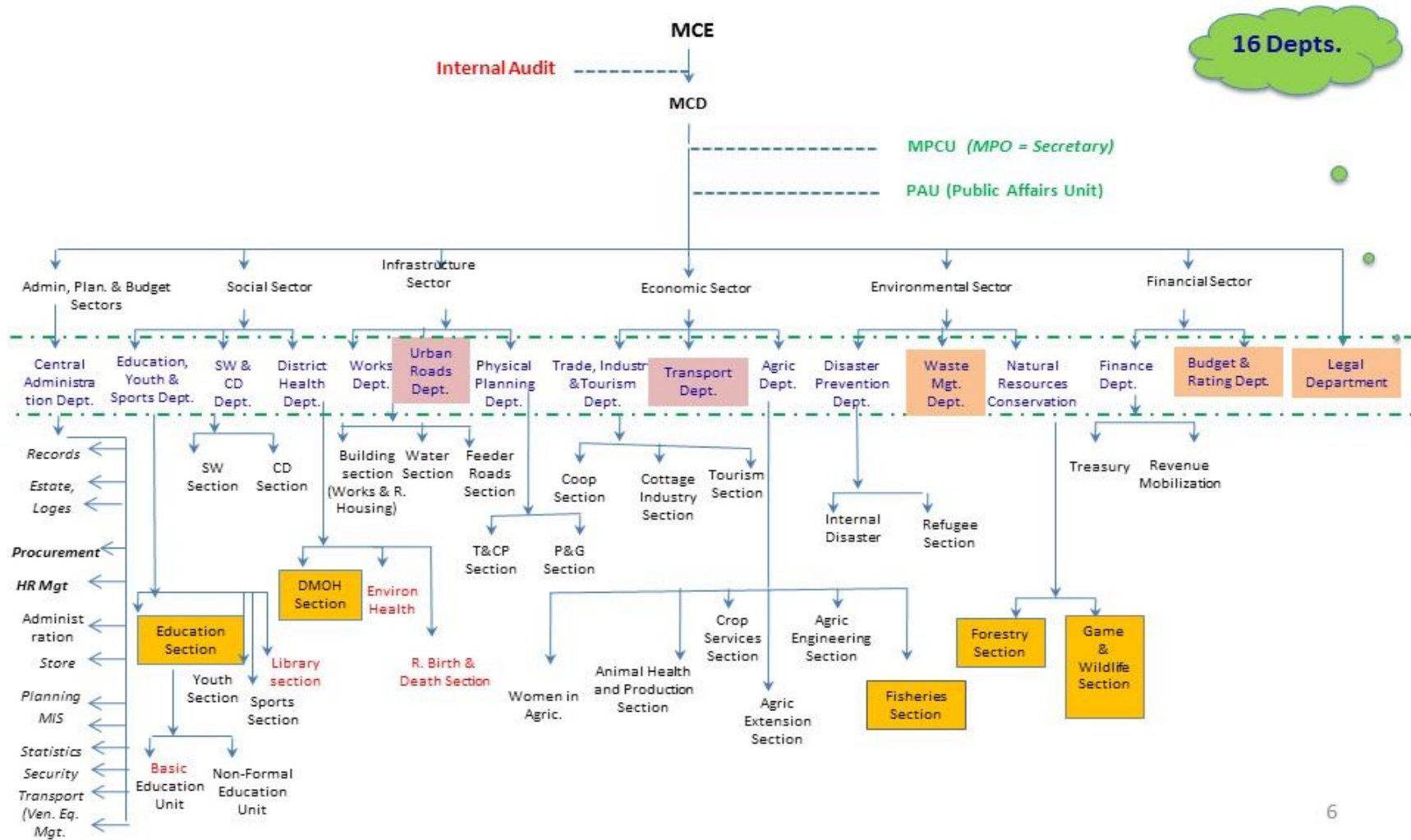
# APPENDIX 2A MUNICIPAL DEPARTMENTAL ORGANOGRAM (FUNCTIONAL)



## APPENDIX 2B MUNICIPAL ASSEMBLY ORGANOGRAM



# APPENDIX 3A METROPOLITAN DEPARTMENTAL ORGANOGRAM (FUNCTIONAL)



## APPENDIX 3B METROPOLITAN ASSEMBLY ORGANOGRAM

