



LOCAL GOVERNMENT SERVICE



PHYSICAL PLANNING DEPARTMENT

OPERATIONAL MANUAL

**Establishment, Operationalization and Management for the
Metropolitan, Municipal and District Assemblies (MMDAs)**

November, 2018

FOREWORD

The core mandate of the Local Government Service (LGS) is to “secure effective administration and management of Local Government in the Country”.

The L.I 1961 has spelt out the various functions of each Department at the MMDA level. However, there are operational differences in the performance of functions by Departments of the MMDAs and this has resulted in the lack of consistency in the operations of the Departments.

The LGS as part of its functions of implementing administrative decentralization has developed this Operational Manual for the Physical Planning Department. It aims at complimenting other LGS protocols in streamlining functions of the Department across all MMDAs, assigning specific functions and responsibilities to technical staff in the Department and providing a basis for the appraisal of technical staff across the Service.

The Operational Manual thus, has been carefully designed depicting the mandate of the Department, its Units and Sections; the services the Department renders; the communication and reporting relationship of the Department in relation to the MMDA, RCC and National level Institutions; and the qualifications, skills and competencies required for the various levels of positions within the Department.

It is the expectation of the LGS that this document will facilitate the co-ordination and integration of operations of the Department, reduce significantly duplication of functions and in the long term improve service delivery.

The LGS appreciates the contribution and support of various stakeholders at the National, Regional and Local levels and would like to thank the Denmark Government through its development agency, DANIDA for their support in the production of this manual.



ING. DR. NANA ATO ARTHUR
HEAD OF SERVICE

November, 2018

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LIST OF ABBREVIATIONS

CADD	Computer Aided design and Drafting
CoC	- Code of Conduct
CoS	- Conditions of Service
CSO	- Civil Society Organization
DAs	- District Assemblies
EPA	- Environmental Protection Agency
GIS	- Geographic Information System
GoG	- Government of Ghana
HoD	- Head of Department
HR /HRM	- Human Resource / Human Resource Management
HRMOM	- Human Resource Management Operational Manual
ILGS	- Institute of Local Government Studies
IPC	- Interim Payment Certificate
KNUST	Kwame Nkrumah University of Science and Technology
L.I	- Legislative Instrument
LGS	- Local Government Service
LGSC	- Local Government Service Council
LUPMIS	- Land Use Planning and Management Information System
LUSPA	- Land Use and Spatial Planning Authority
M&E	- Monitoring and Evaluation
MESTI	- Ministry of Environment, Science and Technology & Innovation
MLGRD	- Ministry of Local Government and Rural Development
MMA	- Metropolitan and Municipal Assembly
MMDA	- Metropolitan, Municipal and District Assembly
MMDBO	- Metropolitan, Municipal and District Budget Officer
MMDCD	- Metropolitan, Municipal and District Co-ordinating Director
MMDCE	- Metropolitan, Municipal and District Chief Executive
MMDPCU	- Metropolitan, Municipal & District Planning Co-ordinating Unit
MMDPO	- Metropolitan, Municipal and District Planning Officer
MoF	- Ministry of Finance
MTDP	Medium Term Development Plan
NDPC	- National Development Planning Commission
NGO	- Non-Governmental Organization
OHLGS	- Office of the Head of the Local Government Service
PV	- Payment Voucher
RCC	- Regional Co-ordinating Council
RPCU	- Regional Planning Co-ordinating Unit
RSPC	Regional Spatial Planning Committee
SDS	- Service Delivery Standard
SEA	- Strategic Environmental Assessment
SoS	- Scheme of Service
TOR	Terms Of Reference
UTA	- Urban, Town and Area

1.0 INTRODUCTION

The Local Government Service (LGS) was established by the Local Government Service Act, 2003 (*Act 656*) and as amended by the Local Governance Act, 2016 (*Act 936*) with the objective “to secure an effective administration and management of local government in the country”. The Local Government Service has been in operation since October 2004.

The Service has developed and reviewed a number of protocols, such as the Scheme of Service (SoS), Conditions of Service (CoS), Code of Conduct (CoC), Service Delivery Standards (SDS), Staffing Norms, Human Resource Management Operational Manual (HRMOM) and the Generic Guidelines for the establishment of Departments of Metropolitan, Municipal and District Assemblies (MMDAs) to enhance Human Resource Management (HRM) as well as to ensure effective and efficient service delivery. This document presents the operational manual for the Physical Planning Department at the MMDAs.

The Physical Planning Department is one of the decentralized Departments of the MMDAs whose functions are crucial for effective implementation of Physical Planning related policies and programmes at the local level. The Office of the Head of the Local Government Service (OHLGS) has the oversight responsibility for the establishment of all such Departments.

2.0 DECENTRALIZATION, ADMINISTRATIVE DECENTRALIZATION AND THE LOCAL GOVERNMENT SERVICE (LGS)

2.1 Decentralization

Ghana is pursuing a system of political and administrative decentralization. This involves:

- i) devolution of major political and administrative responsibilities from Central Government to District Assemblies (DAs), comprising partially elected representatives with a mandate for local government and community development; and
- ii) de-concentration practiced by Regional Co-ordinating Councils (RCCs) as the political institution and Ministries, Departments and Agencies (MDAs) as the bureaucratic and technocratic institutions. These institutions exist as an extension of national level MDAs.

2.1.1 National Decentralization Policy Framework

The National Decentralization Policy Framework is based on the following five (5) Thematic/ Action Areas:

1. Political Decentralization and Legal Reforms
2. Administrative Decentralization
3. Decentralized Planning
4. Fiscal Decentralization
5. Popular Participation

2.2 Administrative Decentralization

Administrative Decentralization is a major pillar in the conceptual framework of Ghana's Decentralization policy which involves the restructuring of central administration.

The main policy objective of Administrative Decentralization is **“to improve the administrative and human resource capacity of the MMDAs and other local government stakeholders to ensure quality service delivery”**.

The key areas undergoing Administrative Decentralization are:

- *Establishment of a Local Government Service (LGS)*
- *Fusion of decentralized Departments and Local Government into one Administrative Unit*
- *Ministerial restructuring and the establishment of decentralized Departments of the District Assemblies.*

Administrative Decentralization aims at transferring decision making authority, resources and responsibilities for the delivery of a selected number of public services from the Central Government to other lower levels of government, Agencies and field offices of Central Government line Agencies.

In Ghana, the Civil Service Law, 1993 (*PNDCL 327*) and the Local Governance Act, 2016 (*Act 936*) (which is a merger of the District Assemblies Common Fund Act, 1993 (*Act 455*), Local Government Act, 1993 (*Act 462*), the Local Government Service Act, 2003 (*Act 656*) and the National Development Planning (Systems) Act, 1994 (*Act 480*) into one single legislation) are the main legislations governing Administrative Decentralization. Under these laws, the functions to be transferred have been identified. Eighteen sectors of national level administration have been decentralised (*Act 936*; First Schedule, Section 77).

Local Government (Departments of District Assemblies) (Commencement) Instrument, 2009 (Legislative Instrument 1961) (*LI 1961*) operationalized the decentralized Departments at the district level as the Departments of the District Assemblies (DAs). It specifies the functions of the Departments established. The Local Governance Act, 2016 (*Act 936*) makes provision for sub-structures such as: Sub-Metropolitan District Councils, Urban, Town and Area (UTA) Councils.

Table 1: Roles at Different Levels of Government

LEVEL	INSTITUTION	ROLES
CENTRAL	Ministries, Departments and Agencies (MDAs)	focusing on: <ul style="list-style-type: none"> • policy formulation; • monitoring and evaluation (M&E); • standards setting; and • technical backstopping
REGIONAL	Regional Co-ordinating Council (RCC)	assigned with functional responsibility to: <ul style="list-style-type: none"> • harmonize and coordinate national level policies & programmes and local level priorities; • monitor and evaluate performance of MMDAs; and • provide technical backstopping to MMDAs
LOCAL	MMDA	assigned with functional responsibility for: <ul style="list-style-type: none"> • policy formulation within the context of national sectoral policies; • local level integrated development planning through sectoral coordination; • resource mobilization; and • implementation of development policies and programmes

2.3 Local Government Service (LGS)

The Local Government Service (LGS) is established by the Local Governance Act, 2016 (Act 936).

2.3.1 Legal Backing for the establishment of LGS

- Chapter 20 of the 1992 Constitution: Vests control of persons in the Service of Local Governments in Local Authorities, as far as possible;
- Section 50 of Act 936: Membership of the Service includes officers and staff of the following organisations:
 - (a) Offices of the District Assemblies;
 - (b) Departments of the District Assemblies;
 - (c) Offices of the Regional Co-ordinating Councils;
 - (d) Departments of the Regional Co-ordinating Councils;
 - (e) Offices of the Sub-Metropolitan District Councils, Urban, Town and Area Councils;
 - (f) Office of the Head of the Local Government Service; and
 - (g) Other persons as may be employed for the Service.

2.3.2 Object of the LGS

To secure the effective administration and management of the decentralised Local Government system in the Country.

2.3.3 Key Functions of the LGS (Section 52, Act 936)

To achieve its object, the Service shall:

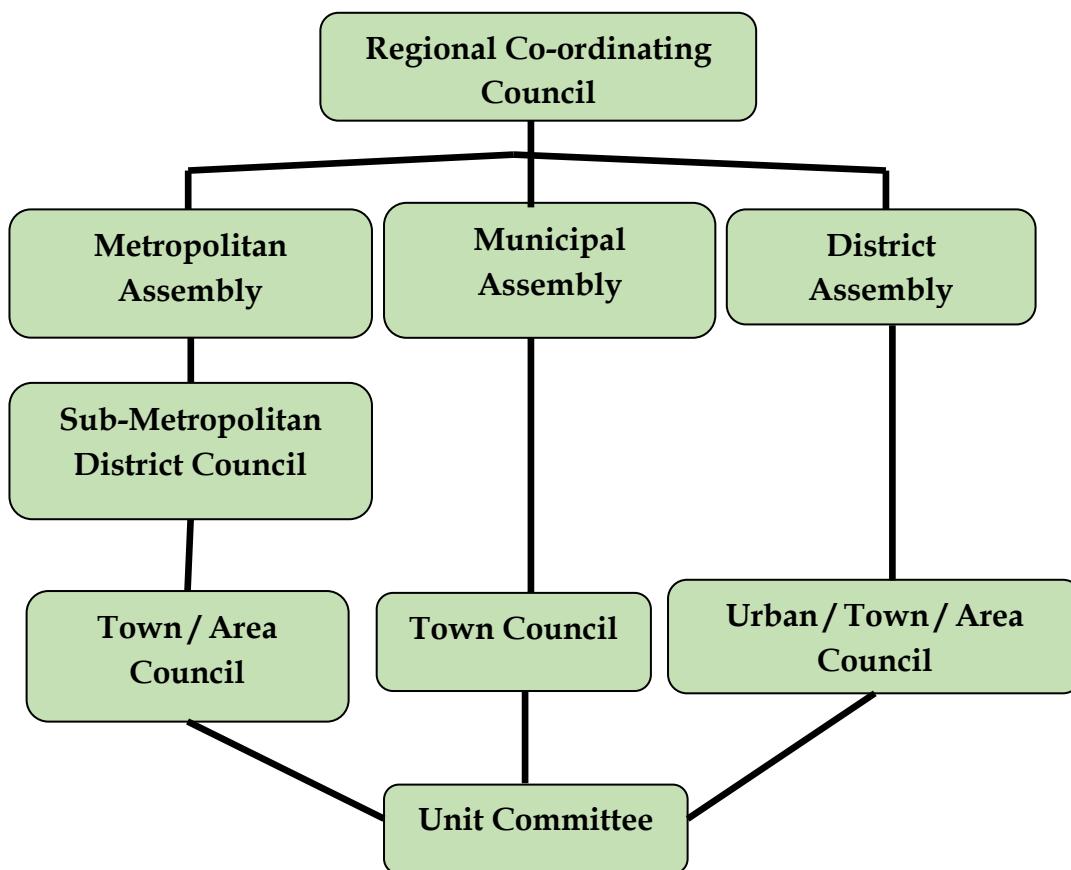
- (a) provide technical assistance to District Assemblies to enable the District Assemblies effectively perform their functions in accordance with the Constitution and this Act;
- (b) conduct organisational and job analysis for the District Assemblies;
- (c) conduct management audits for the District Assemblies in order to improve the overall management of the Service;
- (d) design and co-ordinate management systems and processes for the District Assemblies;
- (e) develop and co-ordinate the personnel plans and assess the personnel needs of the District Assemblies in consultation with the District Assemblies;
- (f) develop and co-ordinate the training implementation plans of the District Assemblies in consultation with the respective District Assemblies;
- (g) develop professional standards and guidelines for the various categories of staff who are members of the Service;
- (h) work in consultation and close co-operation with other Public Services;
- (i) assist the District Assemblies in the performance of their functions under any other enactment; and
- (j) perform other functions incidental or conducive to the achievement of the object of the Service.

2.3.4 Strategic Direction of LGS

- **VISION** - a world-class, decentralized and client-oriented service
- **MISSION** - to support LGS to deliver value for money services through the mobilization, harmonization and utilization of quality, human capacity and material resources to promote local and national development
- **MOTTO** - Decentralization - Democracy - Development
- **CORE VALUES** - Accountability, Anonymity, Client-oriented, Commitment, Creativity, Diligence, Discipline, Equity, Impartiality, Innovation, Integrity, Loyalty, Permanence, Timeliness and Transparency
- **SERVICE DELIVERY STANDARDS** - Accountability, Client Focus, Effective and Efficient use of Resources, Participation, Professionalism and Transparency.

2.4 Local Government System

Figure 1: Local Government System



2.4.1 Regional Co-ordinating Council

The Regional Co-ordinating Council (RCC) exists in each region and is mandated to monitor, co-ordinate and evaluate the performance of the DAs in the Region. The RCC is also responsible for the provision of back-stopping support for the performance of any function assigned to the DAs in the Region in respect of which a particular District Assembly is deficient in terms of skills and workforce.

There are currently 10 RCCs under the Local Government Service and they are:

- Ashanti Regional Co-ordinating Council
- Brong Ahafo Regional Co-ordinating Council
- Central Regional Co-ordinating Council
- Eastern Regional Co-ordinating Council
- Greater Accra Regional Co-ordinating Council
- Northern Regional Co-ordinating Council
- Upper East Regional Co-ordinating Council
- Upper West Regional Co-ordinating Council
- Volta Regional Co-ordinating Council
- Western Regional Co-ordinating Council

2.4.2 Metropolitan, Municipal and District Assemblies (MMDAs)

A total of 254 Metropolitan, Municipal and District Assemblies (MMDAs) distributed within the 10 Regions are as follows:

Table 2: Metropolitan, Municipal and District Assemblies (MMDAs) per Region

No	Region / RCC	Metropolitan	Municipal	District	Total
1	Ashanti	1	19	23	43
2	Brong Ahafo	0	12	17	29
3	Central	1	7	14	22
4	Eastern	0	13	19	32
5	Greater Accra	2	20	4	26
6	Northern	1	8	19	28
7	Upper East	0	3	12	15
8	Upper West	0	4	7	11
9	Volta	0	8	17	25
10	Western	1	11	11	23
	TOTAL	6	105	143	254

2.4.3 Departments of District Assembly

The decentralized Departments in the District shall be known as the Departments of the District Assembly as shown in **Table 5**.

2.4.4 Heads of Departments of District Assembly

- Departments of a District Assembly shall be headed by Heads of Departments of the District Assembly who shall be responsible for the efficient and effective performance of the functions and responsibilities assigned to the Departments; and
- The Heads of Departments shall be answerable to the District Chief Executive through the District Co-ordinating Director.

2.4.5 Functions of Departments of District Assembly

The Departments of the District Assembly shall:

- perform the functions assigned to them under the Local Government (Departments of District Assemblies) (Commencement) Instrument, 2009 (L.I. 1961) and any other enactment in force for the time being;
- be responsible for the implementation of the decisions of the District Assembly; and
- provide quarterly reports on the implementation of the decisions of the District Assembly to the Executive Committee of the District Assembly through the Office of the District Chief Executive.

2.5 Local Government (Departments of District Assemblies) (Commencement) Instrument, 2009 (L.I. 1961)

The recital clause of L.I 1961 - Section 164 of Act 462 is the trigger mechanism for the establishment of the Decentralized Departments in the District as Departments of the District Assembly.

This came into force on 25th February, 2010 after the Gazette notification of 18th December, 2009.

2.5.1 Objectives of L.I 1961

1. **The commencement of the functioning** of the Decentralized Departments at the District level as Departments of the District Assembly
2. **The transfer of staff** of the Departments of the District Assemblies from the Civil Service to the Local Government Service
3. **Performance of the functions** in the third schedule of the L.I to the relevant Departments of the District Assembly
4. **The operationalization of the composite budget system** at the District level by the integration of the budgets of Departments of the District Assembly into the budget of the District Assembly.

2.5.2 LI 1961: First Schedule (Departments of MMDAs)

Departments of MMDAs established and ceasing to exist as per First Schedule are as shown in **Table 3**.

Table 3: First Schedule

No.	Department established	No.	Department ceasing to exist
1	Central Administration Department	1	Department of Social Welfare
2	Works Department.	2	Department of Community Development
3	Physical Planning Department	3	Public Works Department
4	Department of Trade and Industry	4	Department of Feeder Roads
5	Agriculture Department	5	Department of Parks and Garden
6	Department of Social welfare and Community Development	6	Department of Rural Housing and Cottage Industries
7	Legal Department	7	Department of Animal Health and Production
8	Waste Management Department	8	Agricultural Extension Services Division
9	Urban Roads Department	9	Crop Services Division
10	Budgeting and Rating Department	10	Department of Agricultural Engineering
11	Transport Department		

2.5.3 LI 1961: Second Schedule (Departments of MMDAs)

Departments of MMDAs established and ceasing to exist as per Second Schedule are as shown in **Table 4**.

Table 4: Second Schedule

	Department established		Department ceasing to exist
1.	Physical Planning Department	1.	Department of Town and Country Planning
2.	Department of Trade and Industry	2.	Department of Co-operatives
3.	Finance Department	3.	Controller and Accountant General's Department
4.	Department of Education, Youth and Sports	4.	Ghana Library Board
5.	Disaster Prevention and Management Department	5.	National Youth Organising Commission
6.	Natural Resources Conservation, Forestry, Game and Wildlife Department	6.	Registry of Birth and Deaths
7.	District Health Department	7.	Office of the District Sports Organiser

2.5.4 Existing Departments under MMDAs

Departments existing under the MMDAs as per the Second Schedule of Act 936 are as shown in **Table 5**.

Table 5: Departments under MMDAs as per Second Schedule

	METROPOLITAN ASSEMBLY		MUNICIPAL ASSEMBLY		DISTRICT ASSEMBLY
1	Central Administration Department	1	Central Administration Department	1	Central Administration Department
2	Finance Department	2	Finance Department	2	Finance Department
3	Education, Youth and Sports Department	3	Education, Youth and Sports Department	3	Education, Youth and Sports Department
4	Metropolitan Health Department	4	Municipal Health Department	4	District Health Department
5	Agriculture Department	5	Agriculture Department	5	Agriculture Department
6	Physical Planning Department	6	Physical Planning Department	6	Physical Planning Department
7	Social Welfare and Community Development Department	7	Social Welfare and Community Development Department	7	Social Welfare and Community Development Department
8	Works Department	8	Works Department	8	Works Department
9	Trade and Industry Department	9	Trade and Industry Department	9	Trade and Industry Department
10	Natural Resources Conservation, Forestry Game & Wildlife Department	10	Natural Resources Conservation, Forestry Game & Wildlife Department	10	Natural Resources Conservation, Forestry Game & Wildlife Department
11	Disaster Prevention Department	11	Disaster Prevention Department	11	Disaster Prevention Department
12	Roads Department	12	Roads Department		
13	Transport Department	13	Transport Department		
14	Waste Management Department				
15	Budget and Rating Department				
16	Legal Department				

3.0 ESTABLISHMENT OF THE PHYSICAL PLANNING DEPARTMENT AT MMDA LEVEL

The Physical Planning Department is established at MMDAs as per Second Schedule of the Local Governance Act, 2016 (Act 936) and section 185(4) of the Land Use and Spatial Planning Act, 2016 (Act 925).

3.1 Strategic Overview of the Physical Planning Department

The guiding principles for functioning of the Physical Planning Department are as follows:

Vision:

To become a unique, technically competent and proactive Department, able to contribute effectively to rational development of sustainable human settlements and environmental horticulture.

Mission:

The Physical Planning Department exists to plan, manage and implement harmonious, sustainable and cost effective human settlements and environmental horticulture in the District in accordance with sound environmental and planning principles

3.2 Objectives of the Establishment of the Physical Planning Departments

1. To provide for the planning and the sustainable development of land and human settlements in the District
2. To ensure the judicious use of land in the District
3. To provide the enabling environment through technical guidance from the Land Use and Spatial Planning Authority for District Assemblies to better perform the spatial planning and human settlement management functions.
4. To preserve and enhance the environment through planting and proper cultural practices for green plants including shade trees, shrubs and turf grass.
5. To cultivate and promote research, education and development of horticulture.
6. To enhance quality of life through ecosystemⁱ services, production of safe and nutritious food products.

3.3 General Functions and Responsibilities of Physical Planning Department

The Physical Planning Department at the MMDA shall:

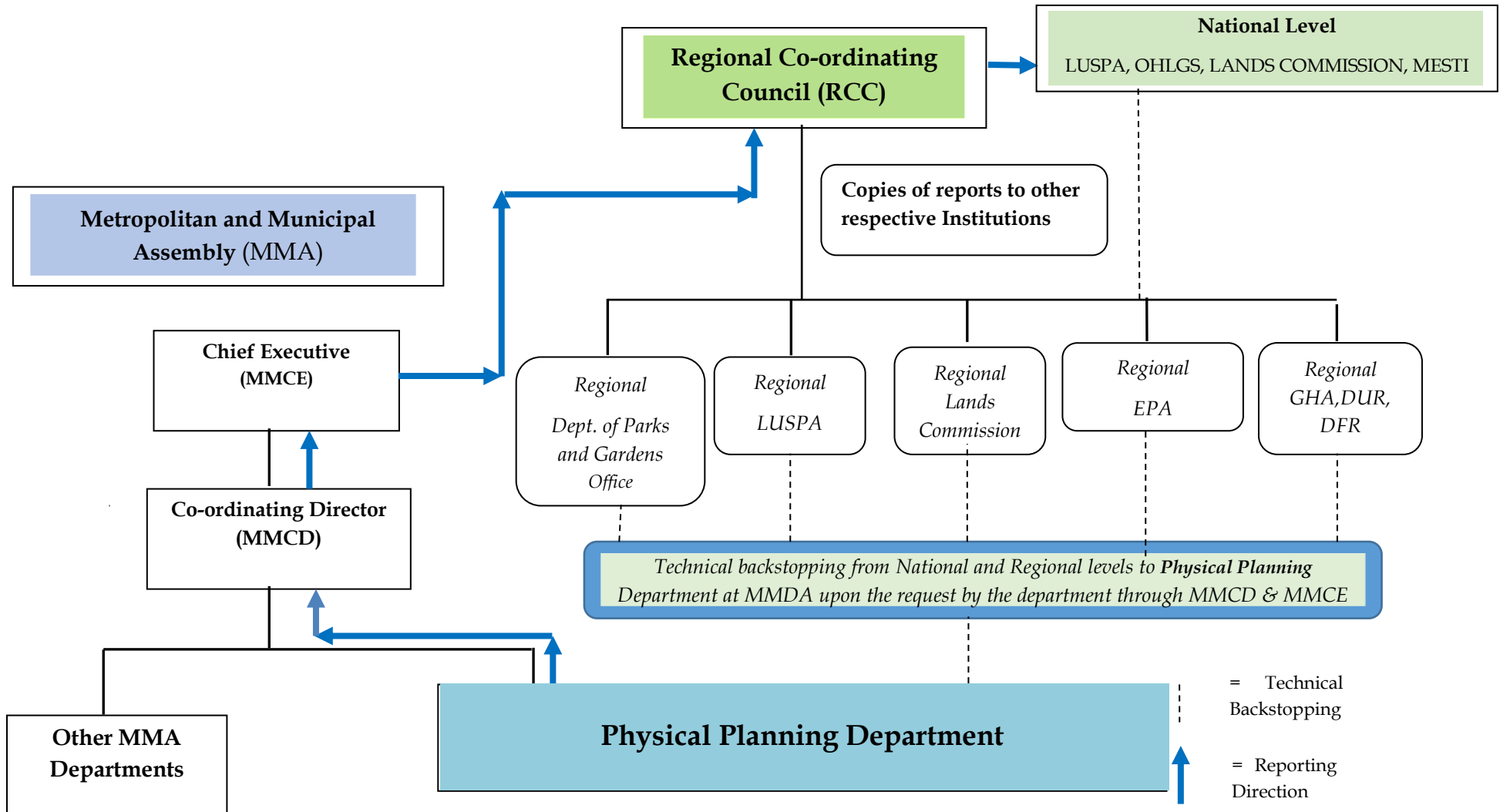
- (a) Advise the District Assembly on national policies on physical planning, land use and development;
- (b) Co-ordinate activities and projects of departments and other agencies including Non-Governmental Organizations to ensure compliance with planning standards;
- (c) Prepare spatial plans as a guide for the formulation of development policies and decisions in the district;

- (d) Identify problems concerning the development of land and its social, environmental and economic implications;
- (e) Advise on setting out approved plans for future development of land at the district level;
- (f) Advise on preparation of structure plans for towns and villages within the district;
- (g) Collaborate with the Survey and Mapping Division of Lands Commission in the performance of its functions;
- (h) Facilitate and participate in research and public education in planning and human settlement development in the District;
- (i) Assist to offer professional advice to aggrieved persons on appeals and petitions on decisions made on their building;
- (j) Facilitate consultation, co-ordination and harmonization of developmental decisions into a physical development plan;
- (k) Assist to prepare a District Land-Use Plan to guide activities in the district;
- (l) Advise on the conditions for the construction of public and private buildings and structures;
- (m) Assist to provide the layout for buildings for improved housing layout and settlement;
- (n) Ensure the prohibition of the construction of new buildings unless building plans submitted have been approved by the Assembly;
- (o) Advise and facilitate the demolition of dilapidated buildings and recovery of expenses incurred in connection with the demolition;
- (p) Ensure the prohibition of the use of inflammable materials in the construction or repair of buildings in defined areas;
- (q) Advise the Assembly on the siting of bill boards, masts and ensure compliance with the decisions of the Assembly;
- (r) Advise on the acquisition of landed property in the public interest; and
- (s) Undertake street addressing and related Issues.
- (t) Develop and promote effective landscape beautification in the district and homes
- (u) Maintain and sustain all landscape areas in the road medians, road shoulders and traffic islands in the district
- (v) Cultivate horticultural products including vegetables, fruits, tree seedlings and ornamental plants for sale to the public and for export
- (w) Conduct routine maintenance of prestige areas
- (x) Develop and promote the cultivation and conservation of medicinal and aromatic plant species
- (y) Supply tree seedlings to educational institutions on gratis thus encouraging tree planting in schools and communities
- (z) Provide horticultural training and extension services to students and pupils from institutions in the district.

3.4 Communication and Reporting Relationship diagram in Relation to the Physical Planning Department

The organogram below shows the Technical Backstopping and reporting relationship arrangement of the Physical Planning Department in relation to the National, Regional and Local levels.

Figure 2: Organisational set-up of Metropolitan, Municipal and District Assembly in relation to the Physical Planning Department



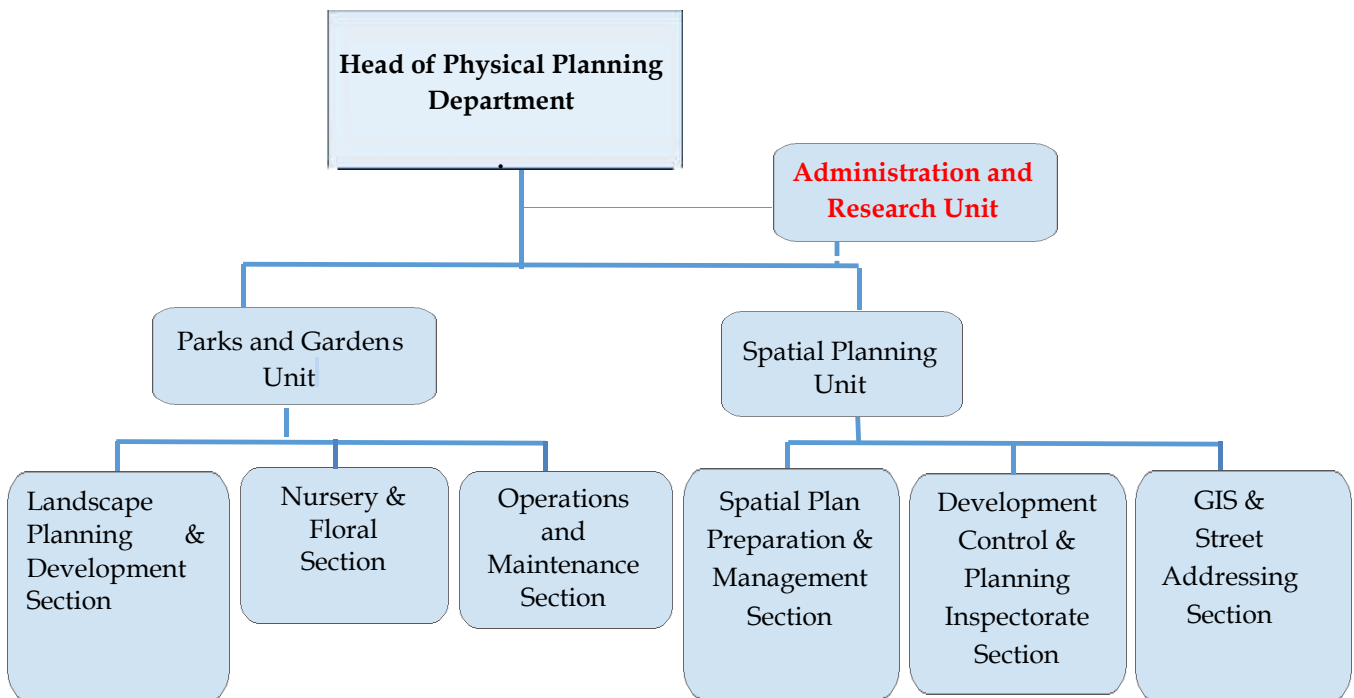
4.0 STRUCTURE, FUNCTIONS AND SPECIFIC RESPONSIBILITIES OF THE PHYSICAL PLANNING DEPARTMENT AT THE MMDA

4.1 Technical Structure of the Physical Planning Department at the MMDA

The Physical Planning Department is made up of the following Units and Sections:

- Administration and Research Unit
- Parks and Gardens Unit
- Spatial Planning Unit
- Landscape Planning and Development Section
- Nursery and Floral Section
- Operations and Maintenance Section
- Spatial Plan Preparation and Management Section
- Development Control and Planning Inspectorate Section
- GIS and Street Addressing Section

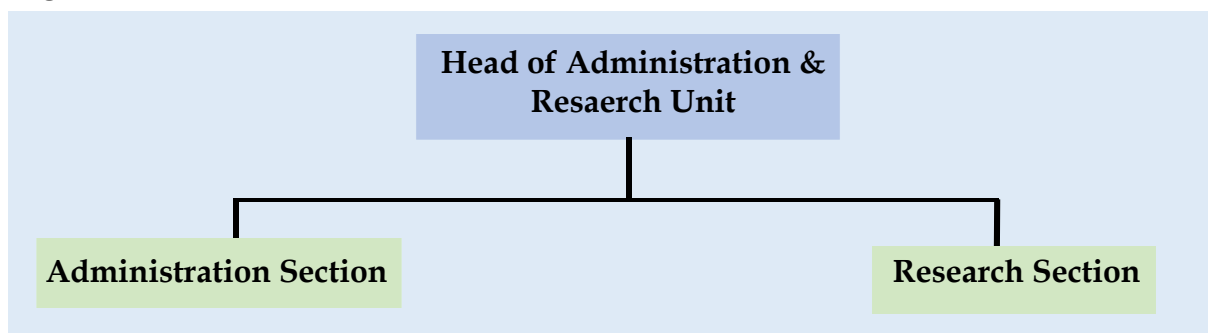
Figure 3: Technical Structure for the Physical Planning Department



4.1.1 Technical structure for the Administration and Research Unit under the Physical Planning Department

The Administrative and Research Unit is made up of Administrative and Research Sections for the entire Department.

Figure 4: Technical Structure for Administration and Research Unit



4.1.1.1 Functions related to the Administration & Research Unit

- The organization and management of the Physical Planning Department in the District.
- The human resource development and general administration.
- Manage the client services and public education
- General correspondence
- Organizing and undertaking the collection, collation and analysis of data for planning purposes to aid spatial and land use planning in the District.
- Research into plant species and advanced technologies in horticultural practices

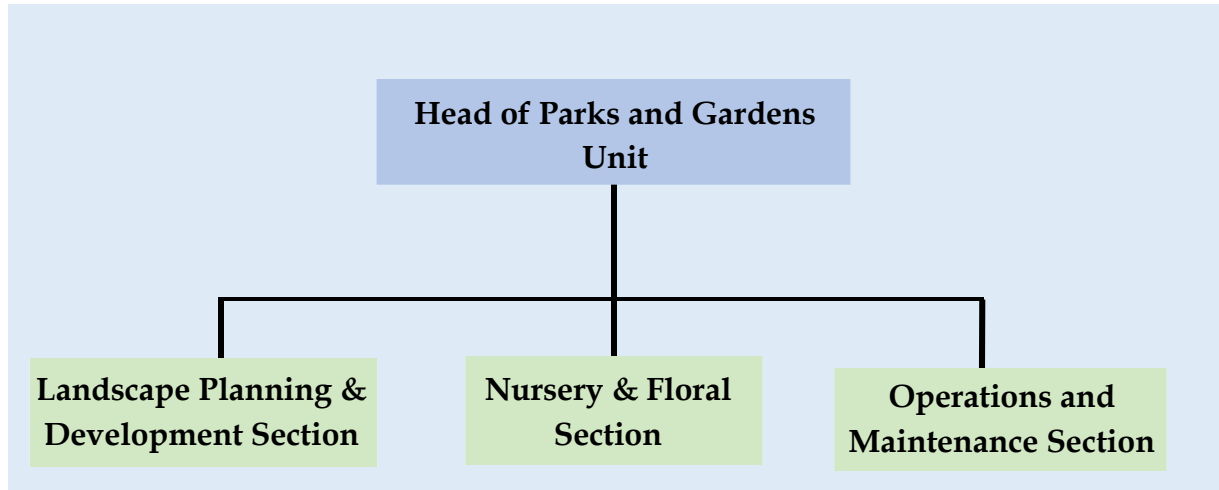
4.1.1.2 Specific responsibilities related to the Administration and Research Unit

- Designing and implementation of personnel and administrative policies related to the Physical Planning Department in consultation with the Human Resource Officer of the District.
- Effective organization and development of programmes consistent with local government service policies and programs.
- Research, data collection and analysis of planning issues such as housing, slum development, urbanization, urban renewal and regeneration.
- Research, collection and analysis of data about social, economic and environmental conditions to aid in preparation of spatial plans in the Physical Planning Department.
- Research, collection and analysis of data on native plants, plant propagation technologies and the introduction of new plant species into the landscape.
- Assist in identifying problems concerning the development of land and its social, environmental and economic implications;
- Any other planning related studies including cost recovery, project evaluation and assessment.

4.1.2. Technical Structure for Parks and Gardens Unit

The Parks and Gardens Unit of the Physical Planning Department is made up of Landscape Planning and Development, Nursery and Floral and Operation and Maintenance Sections.

Figure 5: Technical Structure for the Parks and Gardens Unit



4.1.2.1 Functions related to the Parks and Gardens Unit

- Develop and promote effective landscape beautification in the district and homes
- Maintain and sustain all landscape areas in the road medians, road shoulders and traffic islands in the district
- Cultivate horticultural products including vegetables, fruits, tree seedlings and ornamental plants for sale to the public and for export
- Conduct routine maintenance of prestige areas
- Develop and promote the cultivation and conservation of medicinal and aromatic plant species
- Supply tree seedlings to educational institutions on gratis thus encouraging tree planting in schools and communities
- Provide horticultural training and extension services to students and pupils from institutions in the district.

4.1.2.2 Specific responsibilities related to the Parks and Gardens Unit

- Cultivation of horticultural products including vegetables, fruits, tree seedlings and ornamental plants for sale and projects
- Inspect landscape works to ensure that it adheres to original plans
- Maintain and sustain all landscaped areas in the MMDA's road reservation such as medians, shoulders and all roundabouts
- Provide routine maintenance of prestige areas
- Production of wreaths and bouquets other floral products for sale
- Cultivation and conservation of medicinal and aromatic plants

- Identify and multiplication of rare and threatened plant species
- Prepare site plans, specifications, and cost estimates
- Prepare graphic representations of proposed plans using Computer-Aided Design and Drafting (CADD) software
- Advise in the development of landscape plans and land use projects
- Coordinate the arrangement of existing and proposed land features and structures.

4.1.2.2.1 Functions related to the Landscape and Planning Section

- Prepare site plans, specifications, and cost estimates.
- Prepare graphic representations of proposed plans using computer-aided design and drafting (CADD) software.
- Advise in the development of landscape plans and land use projects.
- Coordinate the arrangement of existing and proposed land features and structures.
- Inspect landscape works to ensure that it adheres to original plans.

4.1.2.2.2 Functions related to the Nursery and Floral Section

- Cultivation of horticultural products including vegetables, fruits, tree seedlings and ornamental plants for sale and projects.
- Production of wreaths and bouquets other floral products for sale.
- Cultivation and conservation of medicinal and aromatic plants.
- Identify and multiplication of rare and threatened plant species.

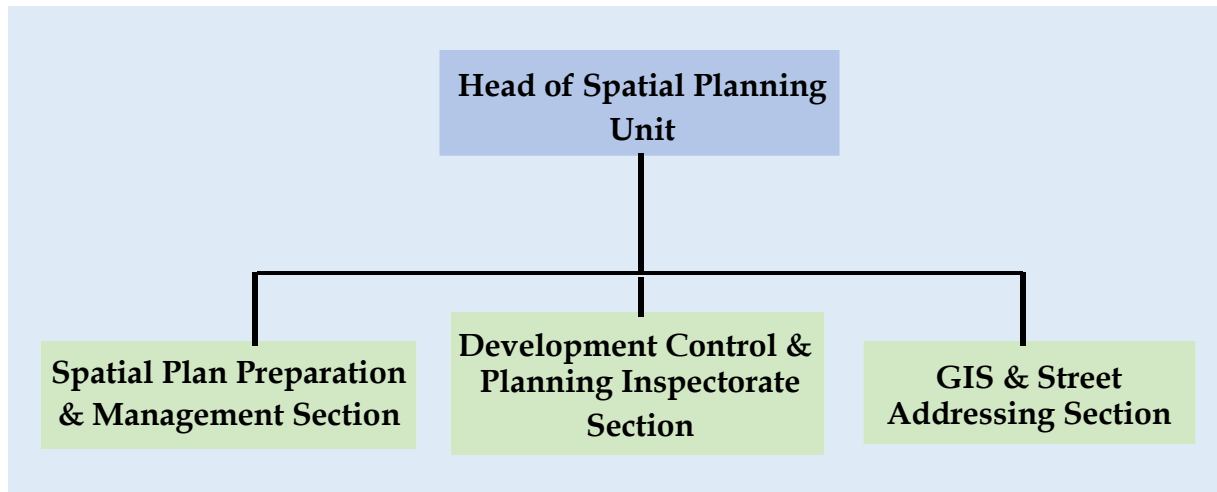
4.1.2.2.3 Functions related to the Operations and Maintenance Section

- Maintain and sustain all landscaped areas in the MMDA's road reservation such as medians, shoulders and all roundabouts.
- Provide routine maintenance of prestige areas.

4.1.3 Technical structure for the Spatial Planning Unit

The Spatial Planning Unit of the Department is made up of Spatial Plan Preparation and Management Section, Development Control and Planning Inspectorate Section and GIS & Street Addressing Section.

Figure 6: Technical Structure for the Spatial Planning Unit



4.1.3.1 Function related to the Spatial Planning Unit

- Prepare spatial plans as a guide for the formulation of development policies and decisions in the district;
- Advise on setting out approved plans for future development of land at the district level;
- Advise on preparation of structure plans for towns and villages within the district;
- Facilitate consultation, co-ordination and harmonization of developmental decisions into a physical development plan;
- Assist to prepare a District Land-Use Plan to guide activities in the district;
- Assist to provide the layout for buildings for improved housing layout and settlement;
- Ensure the prohibition of the construction of new buildings unless building plans submitted have been approved by the Assembly;
- Advise the Assembly on the siting of bill boards, masts and ensure compliance with the decisions of the Assembly;
- Advise on the acquisition of landed property in the public interest; and
- Undertake street addressing and related Issues.

4.1.3.2 Specific responsibilities related to the Spatial Planning Unit

- Spatial data analysis for the preparation of spatial development frameworks, structure plans and local plans
- Undertake Street Naming and Property Numbering in the District in accordance with the street addressing guidelines and policy.

- Preparation of GIS maps for all spatial plans prepared in the District.
- Develop and maintain of LUPMIS data base
- Support the mapping of spatial dimensions of MTDP
- Implementation and enforcement of Planning Committee's decisions and planning control (including compilation of unauthorized developments and other legal breaches for redress in the courts)
- Preparation of reports on Planning Appeals to the Regional Spatial Planning Committee (RSPC)
- Day-to-day site visits on town expansion schemes carried out by private developers and Statutory Development Corporations.
- Ensure the prohibition of the construction of buildings without development permits in the District
- Create and manage development control records
- Examination of development applications including vetting of site and design plans, site inspection, consultation and negotiation with private developers and public development agencies, expert advice, reports or
- Design and preparation of spatial development frameworks, structure plans and local plans in the district.
- Review of spatial plans prepared by Consultants in the District.
- Preparation of local planning standards (variations) and its submission for approval from the Land use and Spatial Planning Authority.
- Coordination and overseeing the preparation of Strategic Environment Assessment (SEAs) for Spatial Development Frameworks, Structure Plans and Local Plans prepared by the District.
- Advise and coordinate the setting out of approved spatial plans for future development of land in the District.
- Co-ordination of activities and projects of departments and other agencies including Non-Governmental Organizations to ensure compliance with planning standards;

4.1.3.2.1 Functions related to Spatial Plan Preparation & Management Section

- Preparation of Spatial Plans at the District level.
- Management, review, standardization and quality control of spatial plans at the District

4.1.3.2.2 Specific responsibilities related to the Spatial Plan Preparation & Management Section

- Design and preparation of spatial development frameworks, structure plans and local plans in the district.
- Preparation of Terms of Reference (TOR) for the outsourcing of the preparation of spatial plans to Consultants in the District.
- Review of spatial plans prepared by Consultants in the District.
- Preparation of local planning standards (variations) and its submission for approval from the Land use and Spatial Planning Authority.
- Coordination and overseeing the preparation of Strategic Environment Assessment (SEAs) for Spatial Development Frameworks, Structure Plans and Local Plans prepared by the District.
- Supervision of Contractors chosen for the preparation of any spatial or land use plans.
- Advise and coordinate the setting out of approved spatial plans for future development of land in the District.
- Co-ordination of activities and projects of departments and other agencies including Non-Governmental Organizations to ensure compliance with planning standards;

4.1.3.2.3 Functions related to the Development Control & Planning Inspectorate Section

- Monitoring of physical developments to ensure compliance with planning regulations and approved spatial plans.
- Facilitation of the consultation, coordination and harmonization of development decisions into physical development plans.

4.1.3.2.4 Specific responsibilities related to the Development Control & Planning Inspectorate Section

- Examination of development applications including vetting of site and design plans, site inspection, consultation and negotiation with private developers and public development agencies, expert advice, reports or recommendations to
- District Assemblies, Political Authorities and private individuals Implementation and enforcement of Planning Committee's decisions and planning control (including compilation of unauthorized developments and other legal breaches for redress in the courts)
- Preparation of reports on Planning Appeals to the Regional Spatial Planning Committee (RSPC)
- Day-to-day site visits on town expansion schemes carried out by private developers and Statutory Development Corporations.

- Ensure the prohibition of the construction of buildings without development permits in the District
- Provide professional advice to aggrieved persons on appeals and petitions on decisions made on development applications.
- Create and manage development control records

4.1.3.3.5 Functions related to GIS & Street Addressing Section

- Management of the Land Use Planning and Management Information System (LUPMIS) and land use and spatial plans at the District.
- Collection and maintenance of spatial data in the District

4.1.3.3.6 Specific responsibilities related to the GIS & Street Addressing Section

- Spatial data analysis for the preparation of spatial development frameworks, structure plans and local plans
- Undertake Street Naming and Property Numbering in the District in accordance with the street addressing guidelines and policy.
- Preparation of GIS maps for all spatial plans prepared in the District.
- Develop and maintain of LUPMIS data base
- Support the mapping of spatial dimensions of MTDP

5.0 JOB DESCRIPTIONS AND COMPETENCIES / SKILLS

Job description is the day to day duties to be performed by a job holder. The MMDA Physical Planning Department and the relevant Units are to collaborate to write job descriptions using the relevant Scheme of Service (SoS) and Conditions of Service (CoS) as guides.

Competencies are the skills needed by an employee to be able to perform his/her duties effectively. When developing job descriptions, competencies should be considered. Examples of such competencies are:

- Leadership skills
- Negotiation skills
- Interpersonal and Communication skills
- Professional skills
- ICT skills
- Managerial skills etc.

5.1 Job Descriptions of Key Positions

Officers to occupy the under listed positions must be staff of the LGS.

5.1.1 Head, Physical Planning Department

Qualification and Experience:

- A Bachelor Degree in Physical/Spatial Planning, Urban Development Planning, City and Regional Planning or any other relevant equivalent discipline. OR
- A Bachelor's Degree in Horticulture or any other relevant equivalent discipline.
- A Masters Degree in Physical/Spatial Planning, Urban Development Planning, City and Regional Planning (Masters Degree in Horticulture).
- A member of the Ghana Institute of Planners (GIP) or Ghana Institute of Horticulturalists (GhIH) or a member of a professional body related to the field
- At least 8 years working experience in a technical managerial position

Required Competencies:

- Strategic Management Skills
- Project Management Skills
- Monitoring and Evaluation
- Budgeting and Budget Control
- Conversant with Government policies governing land use and spatial planning
- Knowledge of The Local Government Service rules and regulations.
- Good leadership skills
- Knowledge of Contract Administration
- General planning, organisation and supervisory skills;

- Proposal development, presentation and report writing skills;
- Good communicator with high ability to carry out public education and sensitisation programmes;
- Good motivational and team-building skills;
- Ability to develop good working relationships with relevant stakeholders (good Team Player);
- Must be confident enough to be able to enforce regulatory conditions.
- Knowledge in horticultural policies and practices in the country.

Span of Control:

Manage and supervise the human and material resources of the Physical Planning Department including all its units and sections and report to the MMDCE through the MMDCD.

Duties

- Interpreting national policies on planning and land use as they relate to District policies and programmes and advising District Assemblies on all matters relating to development, land use and planning.
- Interpreting national policies and issues on horticulture as they relate to District policies and programmes and advising District Assemblies on all matters relating to horticultural practices.
- Coordinate activities and projects of departments and other agencies including non-governmental organizations to ensure compliance with planning and horticultural standards.
- Implements physical planning policies, coordinates both urban and rural planning at the district and local level.
- Prepares development plans to serve as framework in guiding the formulation of development policies and decisions and in the design of projects in the District.
- Identify critical problems and opportunities concerning the development of land and its social, environmental and economic implications.
- Setting forth the desired timing, patterns and characteristics of future development of land and to determining the probable social, environmental and economic consequences thereof.
- Establishing and specifying the programmes and actions necessary for the implementation of development plans.
- Deals with relating to compensation and settlement, declaration or statutory planning areas and policies relating to such declaration.
- Lead in the initiation, preparation and implementation of spatial development frameworks, structure plans and local plans for rural and urban settlements in the district

- Lead in the monitoring of urban development processes and recommendation for management by the District Assembly
- Contribute to the preparation of District Medium Development Plans.
- Provide technical guidance for both public and private institutions and individuals on land use and spatial planning matters.
- Serves as the secretary to the local Technical Sub-Committee and Statutory Planning Committee of the District Assembly.
- Advises the District Assembly on the matters pertaining town and country planning in the district.

5.1.2 Head – Administration and Research Unit

Qualification and Experience:

- A Bachelor Degree in Physical/Spatial Planning, Urban Development Planning, City and Regional Planning or an equivalent discipline.
- A member of the Ghana Institute of Planners or any National Professional Planning Association.
- At least 4 years working experience in a technical managerial position.

OR

In the absence of a Professional Planner to occupy this position, a Technical Officer with the following qualifications will act;

- A Diploma or HND in Draughtsmanship, Geomatic Engineering, Landscape Design, IT
- At least 6 years working experience in Land Use Planning and Management.

Required Competencies:

- Budgeting and Budget Control
- Effective supervision
- Report writing skills
- Dispute resolution
- Strong leadership Skills
- Independent Judgement and sound decision-skills
- Strong organizational and Communication Skills
- Negotiation and Mediation Skills
- General planning, organisation and supervisory skills;
- Proposal development, presentation and report writing skills;
- Good communicator with high ability to carry out public education and sensitisation programmes;

Span of Control:

Manage and supervise the human and material resources of the Administration and Research Unit and report to the HoD.

Duties

The Administration and Research Officer under the supervision of the Head of Physical Planning Department will liaise with the Human Resource Unit of the District Assembly to perform the following tasks;

- Design and implement personnel and administrative policies related to the Physical Planning Department in consultation with the Human Resource Officer of the District.
- Organize and develop programmes consistent with local government service policies and programs.
- Plan and manage staff promotions, career development and progression in the Physical Planning Department in consultation with the Human Resource Unit of the District Assembly.
- Coordinate personnel administrative matters in the Physical Planning Department.
- Engage in research, data collection and analysis of planning issues such as housing, slum development, urbanization, urban renewal and regeneration.
- Engage in research, collection and analysis of data about social and economic development reflecting social and economic conditions to aid in preparation of spatial plans in the Physical Planning Department.
- Assist in identifying problems concerning the development of land and its social, environmental and economic implications;
- Assist in any other planning related studies including cost recovery, project evaluation and assessment.

5.1.3 Head - Parks and Gardens Unit

Qualification and Experience:

A Bachelor's Degree in Horticulture or any other relevant equivalent discipline. A member of the Ghana Institute of Horticulturalists (GhIH) or a member of a professional body related to the field. At least 4 years working experience in a technical managerial position

Required Competencies:

- Budgeting and Budget Control
- Effective supervision
- Report writing skills
- Dispute resolution
- Strong leadership Skills
- Independent Judgement and sound decision-skills
- Strong organizational and Communication Skills
- Negotiation and Mediation Skills
- General planning, organisation and supervisory skills;

- Proposal development and presentation;
- Good communicator with high ability to carry out public education and sensitisation programmes;

Span of Control:

Manage and supervise the human and material resources of the Parks & Gardens Unit and report to the HoD.

Duties

The Head of Parks & Gardens Unit will perform the following tasks;

- Prepare site plans, specifications, and cost estimates.
- Prepare graphic representations of proposed plans using computer-aided design and drafting (CADD) software.
- Advise in the development of landscape plans and land use projects.
- Coordinate the arrangement of existing and proposed land features and structures.
- Inspect landscape works to ensure that it adheres to original plans.
- Cultivation of horticultural products including vegetables, fruits, tree seedlings and ornamental plants for sale and projects.
- Production for wreaths and bouquets for sale.
- Cultivation and conservation of medicinal and aromatic plants.
- Identify and multiplication of rare and threatened plant species.
- Maintain and sustain all landscaped areas on the MMDA's road reservation such as medians, shoulders and all roundabouts.
- Provide routine maintenance of prestige areas including Regional Coordinating Council ground

5.1.4 Head - Spatial Planning Unit

Qualification and Experience:

A Bachelor Degree in Physical/Spatial Planning, Urban Development Planning, City and Regional Planning or an equivalent discipline.

A member of the Ghana Institute of Planners or any relevant National Professional Planning Association.

At least 4 years working experience in a technical managerial position.

Required Competencies:

- Budgeting and Budget Control
- Effective supervision
- Report writing skills
- Dispute resolution
- Strong leadership Skills
- Independent Judgement and sound decision-skills

- Strong organizational and Communication Skills
- Negotiation and Mediation Skills
- General planning, organisation and supervisory skills;
- Proposal development, presentation and report writing skills;
- Good communicator with high ability to carry out public education and sensitisation programmes;

Span of Control:

Manage and supervise the human and material resources of the Spatial Plan Preparation & Management Section and report to the HoD.

Duties

The Head of Spatial Planning Unit will perform the following tasks;

- Design and prepare of spatial development frameworks, structure plans and local plans in the district.
- Prepare of Terms of Reference (TOR) for the outsourcing of the preparation of spatial plans to Consultants in the District.
- Review spatial plans prepared by Consultants in the District.
- Prepare local planning standards (variations) and its submission for approval from the Land Use and Spatial Planning Authority.
- Coordinate and oversee the preparation of Strategic Environment Assessment (SEAs) for Structure Plans and any Local Plans prepared by the District.
- Supervise contractors chosen for the preparation of any spatial or land use plans.
- Advise and coordinate the setting out of approved spatial plans for future development of land in the District.
- Coordinate activities and projects of departments and other agencies including Non-Governmental Organizations to ensure compliance with planning standards;
- Assist in spatial data analysis for the preparation of spatial development frameworks, structure plans and local plans
- Undertake and Coordinate Street Naming and Property Numbering in the District in accordance with the Street Addressing Guidelines and Policy.
- Preparation GIS maps for all spatial plans prepared in the District.
- Develop LUPMIS data base and ensuring that spatial data collected about social and economic development reflect local social and economic conditions.
- Liaise with the Development Control & Planning Inspectorate Officer to ensure data required for the LUPMIS is provided.
- Support the mapping of spatial dimensions of MTDP proposals
- Ensure data required for the LUPMIS, including data on present and proposed land uses, land suitability and availability data and data on status of planning applications and the implementation of the approved plans.

- Oversee the operations and functioning of the LUPMIS, including liaising with the Land Use and Spatial Planning Authority on updates of the software and prepare budget for upgrading of the hardware for inclusion in the District composite budgeting.
- Examine development applications including vetting of site and design plans, site inspection, consultation and negotiation with private developers and public development agencies, expert advice, reports or recommendations to District Assemblies, Political Authorities and private individuals
- Implement and enforce Spatial Planning Committee's decisions and planning control (including compilation of unauthorized developments and other legal breaches for redress in the courts)
- Prepare reports on Planning Appeals to the Regional Spatial Planning Committee (RSPC)
- Organize Day-to-day site visits on town expansion schemes carried out by private developers and Statutory Development Corporations.
- Liaise with the Building Inspectorate Unit of Works Department to ensure the prohibition of the construction of buildings without development and building permits in the District.
- Monitor implementation of approved land use plans and where development does not conform, prepare detailed reports, including proposed actions to be taken by the District Assembly for the Head of Physical Planning to present to the Assembly.

6.0 STAFFING REQUIREMENT, HUMAN RESOURCE (HR) POLICIES AND CAPACITY BUILDING MEASURES

6.1 Staffing Requirement related to the Department

Table 6 shows the minimum and maximum staffing required in the Units and Sections under the Department. Schedules are specific to a Department and are based on workload.

Table 6: Staffing Requirement of the Physical Planning Department

Section	District		Municipal		Metropolitan	
	Min	Max	Min	Max	Min	Max
Head of Physical Planning Department	1	1	1	1	1	1
Administration and Research	1	3	1	3	2	4
Spatial Plan Preparation and Management	1	3	1	3	2	4
Development Control and Planning Inspectorate	1	3	1	3	2	4
GIS and Street Addressing	1	3	1	3	2	4
SUB-TOTAL	5	13	5	13	7	17
Landscape Planning & Development	1	3	1	4	1	5
Nursery and Floral	1	10	1	15	1	20
Operations and Maintenance	5	30	5	40	5	50
TOTAL	12	56	12	72	14	92

6.2 HR Policies and Procedures

Conditions of Service (CoS)

The Conditions of Service is a standard guideline to manage the human resources within the Service.

HR Policies and Procedures

HR Policy includes:

- Recruitment procedures
- Promotion procedures
- Disciplinary procedures
- Transfer and posting procedures
- Institutional co-operation between the Local Government Service (LGS) and other branches of the public services.
- Training and Development
- Compensation

HR Policies and its protocols (SoS, CoS, Recruitments, etc.) can be accessed at LGS website: www.lgs.gov.gh

6.3 Appointment of Heads of Departments

Heads of Departments shall be appointed in accordance with the Scheme and Conditions of Service. The appointment shall be through interviews based on merit and in accordance with the following criteria:

- (a) Seniority which shall be determined from the date of last promotion
- (b) Qualification and experience in area of work
- (c) Number of years in technical managerial position
- (d) Efficiency
- (e) Attitude towards work and general behaviour
- (f) Leadership qualities
- (g) Performance appraisal

The selection criteria of the Heads of the Physical Planning Departments will be facilitated by OHLGS in collaboration with respective RCCs.

6.4 Capacity Building for Physical Planning Department

The essence of capacity building is to support the goals of the Physical Planning Department by bringing about changes in the performance of personnel and improvements in the processes used to achieve its objectives as well as engendering the right attitude for service delivery. The output of capacity building therefore is the development of the needed skills, knowledge and attitude required for the attainment of the objectives of the Physical Planning Department.

There should be a consistent approach to training. The basic capacity development will as far as possible be carried out in Ghana and complemented with overseas training in the form of appropriate attachments and study tours. While the completion of specific

training will not be the sole determinant of promotion, the successful completion of relevant management and professional training will be considered in the promotion process of staff.

The core competencies that will influence recruitment, selection, performance management, training and development are:

- a) Technical and functional expertise
- b) Understanding the Physical Planning Processes
- c) Achieving results
- d) Serving the clientele
- e) Team work
- f) Interpersonal and communication skills
- g) Leadership and personal effectiveness

Based on these principles, each MMDA is encouraged to develop a systematic capacity building programme for its staff. It can liaise for that purpose with the Human Resource Directorate of OHLGS, GIMPA, Civil Service Training School, Planning Department KNUST, Ghana Institute of Planners, Institute of Local Government Studies (ILGS) or other accredited training institutions (Universities and Technical Colleges) to develop appropriate training modules to cater for both induction and other staff training and development programmes.

A special concern would be the induction training for new entrants. This is intended to introduce the new employee /upgrade to his /her new environment and help him/her fit smoothly into it by providing him/her with all the information he/she needs concerning the Department/Unit, such as:

- The history, growth and nature of work of the Physical Planning Department
- Organization Structure of the Physical Planning Department and its Units
- Policy, practices; in particular personnel policy and practices
- Rules and regulations such as hours and conditions of work and procedures in his/her own duties, responsibilities and status
- Client orientation
- The Mandate of the Physical Planning Department
- The Local Government Service
- Writing Skills (Depending on the level of the post holder)

6.5 Training Matrix for Physical Planning Department

Tables 7 and 8 show the Training Matrices for Physical Planning Department.

Table 7: Training Matrix for Professional Class

	Training Requirements
1	Advanced GIS Training
2	Financial Planning
3	Development Policy and Urban Management
4	Project Management
5	Communication and Public Relations
6	Monitoring and Evaluation
7	Development Planning
8	Budget Preparation
9	Landscape Design
10	Urban Design
11	Public Administration
12	Report Presentation Skills
13	Geographic Information Systems
14	Leadership Skills
15	Policy Framework Analysis
16	Financial Planning and Control
17	Participatory Planning
18	Advanced Economic Development Policy
19	Basic Statistics
20	Advanced Systems Management
21	Land Use and Spatial Planning Systems
22	Dispute Resolution

Table 8: Training Matrix Sub-Professional Class

	Training Area
1	Advanced management training
2	Basic GPS and GIS Skills
3	Report Preparation
4	Advanced Systems Management Training
5	Land Use and Spatial Planning Systems
6	Training in MTDP
7	Advanced GIS training in preferred GIS system by the Physical Planning Department
8	Advanced training in use of data management systems software.
9	Presentation Skills
10	Information Collection and Management Training
11	Computer Literacy
12	Communication Skills
13	Effective Supervision
14	Advanced Skills in software applications
15	Impression management, corporate image and Public relations
16	Office Administration Skills

Other Training Areas are provided in Annex

7.0 SCHEME OF SERVICE (SoS)

7.1 Principles

The Scheme of Service is a management tool crafted to provide a coherent framework to facilitate recruitment, career development and progression of staff.

The purpose of the Scheme of Service is to provide a policy guideline which will ensure that all staff are:

- Highly motivated
- Disciplined
- Loyal
- Equipped with the relevant skills and knowledge
- Provided with a career path

A typical Scheme of Service provides the following information:

- Job title:
- Grade level:
- Job purpose:
- Job Summary
- Qualification and Experience:
- Mode of Entry:
 - In-Service: through the ranks, career progression
 - Direct : through recruitment
- Career progression
- Training needs of a particular occupational class.

7.2 Objectives of Scheme of Service for Physical Planning Department

The objectives of the Scheme of Service are to;

- Attract talents to the classes
- Serve as a valuable aid to recruitment
- Provide frame work for career development
- Define progression in the job and
- Facilitate effective succession planning

7.3 Staffing Structure

MMDAs are expected to operate within the SoS as defined by LGS. The relevant class/ classes for the staff of Physical Planning Department in LGS-SoS will depend upon their profession, qualification and experiences. The following is the list of relevant classes and staff required for Physical Planning Department:

1. Professional Class

- Chief Physical Planning Officer/Director
- Principal Physical Planning Officer/Deputy Director
- Senior Physical Planning Officer
- Physical Planning Officer
- Assistant Physical Planning Officer

2. Sub - Professional Class

- Chief Physical Planning Assistant
- Principal Physical Planning Assistant
- Senior Physical Planning Assistant
- Physical Planning Assistant

3. Technical Class

- Chief Technical Officer
- Principal Technical Officer
- Senior Technical Officer
- Technical Officer

8.0 GENERIC GUIDELINES ON REPORTING RELATIONSHIP AND ADMINISTRATIVE PROCEDURE

8.1 Reporting Relationship

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 24th 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 Governance Act, 2016, (Act 936), Metropolitan Assemblies are to establish 20 Departments, while Municipal Assemblies are to establish 17 Departments with District Assemblies mandated to establish 15 Departments.

B. STRUCTURE AND ORGANOGRAMS OF THE DEPARTMENTS AT THE MMDA LEVEL

A model structure and Organogram has been attached to these Administrative Instructions for each of the District, Municipal and Metropolitan Assemblies. These have been attached as Appendices.

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

Social Sector Departments

1. Education, Youth and Sports Department
2. Social Welfare and Community Development Department
3. District Health Department
4. Birth and Death Department

Infrastructure Sector Departments

1. Works Department
2. Physical Planning Department
3. Roads Department (Municipal and Metropolitan Assemblies only)
4. Housing Department

Economic Sector Departments

1. Trade and Industry Department
2. Agriculture Department
3. Transport Department (Metropolitan and Municipal Assemblies only)
4. Statistics Department

Environmental Sector Departments

1. Disaster Prevention Department
2. Waste Management Department (Metropolitan Assemblies only)
3. Natural Resources Conservation, Forestry, Game and Wildlife Department.

Budget/Financial Sector Departments

1. Finance Department
2. Budget and Rating Department (Metropolitan Assemblies only)

Administration & Planning Sector Department

1. Central Administration Department
2. Human Resource Department

Miscellaneous Department

1. Legal Department (Metropolitan Assemblies only)

C. REPORTING RELATIONSHIP

Personnel Arrangements & Reporting Lines (General)

1. All staff of the Departments of the MMDAs are officers of the MMDAs. In this regard, they are subject to the Scheme of Service (SoS), Conditions of Service (CoS) and other Protocols and Regulations issued from the OHLGS for and on behalf of the LGS.
2. Performance of functions of Departments shall be channelled through the Metropolitan/Municipal/District Co-ordinating Director (MMDCD) to the Metropolitan/Municipal/District Chief Executive (MMDCE).
3. For all matters relating to administration, the reporting line shall be through the Head of the Central Administration Department to the MMDCD.
4. 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.
5. 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 (see Annex 3), service delivery standards, the MMDA shall, acting through the MMDCE, report to OHLGS through the RCC.
2. On issues relating to Inter-Service and Sectoral Collaboration and Cooperation, the MMDA shall, acting through the MMDCE, report to the OHLGS through the RCC.
3. In matters relating to District Development Plans and Budgets, as and when required, MMDA shall, acting through the MMDCE, report to the NDPC and the MoF through the RCC and copied to OHLGS.
4. In matters relating to local government and decentralization policy, legislation and finance including the District Composite Budget, as and when required, the MMDA shall, acting through the MMDCE, submit reports to the MoF, MLGRD and OHLGS through the RCC.
5. In matters relating to sector policy, the RCC will collate and report to the appropriate MDA as the case may be.

Channel of Communication (General)

1. Communication from Heads of MDAs at the National and Regional levels intended for the Departments of the MMDA shall be addressed to the MMDCE in all cases especially where it relates to major policy, operational and management issues.
2. Copies of such communication shall be addressed to the 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 GIS and Street naming Section, the communication shall be addressed to:-

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

and copied to:

*The Head of Department
Physical Planning Department
Sekondi-Takoradi Metropolitan Assembly
Sekondi*

3. All communication addressed by District Head to Regional and National Heads as well as members of the general public will be issued on the appropriate letterhead of

the Assembly and will be signed over their departmental title for the MMDCE. For example, in the case of Physical Planning Department, the letterhead will read:

*Berekum Municipal Assembly
Physical Planning Department
Berekum*

And the communication will be signed by the Head of Department for the MMDCE;

For example:

*Alima Kafui
Head, Physical Planning Department
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 directly to the MDAs with copies to the RCC.

8.2 Administrative Procedure

Provision of Office Space and Logistics

MMDAs have the responsibility to provide office space and logistics for all Departments. For departments that are being merged, efforts should be made to house them in the same office block to ensure effective and efficient coordination of activities of the Department.

MMDAs should also provide adequate logistics and facilities to enhance the work of the Departments.

Administrative Procedures

Administrative procedures are measures put in place with the purpose of ensuring effective and efficient functioning of an organization. Below are some of the administrative procedures that can be put in place and operationalized to ensure an effective and efficient administration of a Department:

- Staff Attendance Monitoring System
- Receipts & Dispatch Books
- Vehicle Log Book
- Office Filing System
- Asset Register (see Annex 4)
- Contract Register
- Planning & Reporting format, etc.

Office Letter Head

A Department under an Assembly may have its letter head for administrative purposes. However, such letter heads should have the name of the Assembly, followed by the Department concerned. For example, in the case of Physical Planning Department, the letterhead will read:

**Accra Metropolitan Assembly
Physical Planning Department, Accra**

8.3 Planning and Budgeting

Departmental Plans and Budgets shall be harmonized in the Medium Term Development Plans and Composite Budgets. As practical as possible, these shall be broken down into Annual, Quarterly and Monthly work plans and budgets. (See Annex 2)

FLOW OF FUNDS

Flow of funds relates to the processes/procedures that are put in place to access funds from the Composite Budget and Internally Generated Funds. Refer to the MMDAs/GoG Accounting Procedures and Composite Budget Manual for MMDAs.

REQUEST FOR FUNDS FROM MINISTRY OF FINANCE (MoF)

Goods and Services

MMDAs shall initiate the process to request for the release of funds to undertake programmed activities under Goods and Services from MoF through OHLGS on a quarterly basis. OHLGS shall forward the request from the Assemblies to MoF based on quarterly cash ceilings received from MoF. The MoF shall then authorise Controller and Accountant General's Department (CAGD) to transfer the funds to the Assemblies.

Non-Financial Assets

For non-financial assets, MMDAs shall initially request for commencement warrants from MoF after going through the Public Procurement process as required by the Public Procurement (Amendment) Act 2016 (*Act 914*).

The MMDAs shall apply for the release of funds to MoF through OHLGS upon receipt of invoices, interim payment certificates and other relevant documents.

It should be noted that this process is the current situation for requesting for funds from MoF in respect of Government of Ghana (GoG) funds or sector transfers to Departments.

REQUEST FOR THE RELEASE OF FUNDS FROM THE MMDA

Goods and Services

The Head of Department shall request for funds to undertake their programmed activities as spelt out in the budget estimates. The request shall be sent to the MMDCD for consideration and further action for the release of funds.

Non-Financial Assets

Release of funds for activities under non-financial assets shall be based on the submission of Interim Payment Certificates (IPCs) and invoices by the Head of the Department to the MMDCD of the Assembly.

In both cases, the Budget Unit based on the availability of funds shall issue specific warrants to accompany the memo in respect of the request for approval by the MMDCE and MMDCD. The approved warrant shall be forwarded to the Finance Office and vetted by responsible officers (*including Internal Auditor*) before payments are made to the beneficiary department.

Other payment requirements for Non-Financial Assets

The Metropolitan, Municipal and District Planning and Co-ordinating Unit (MMDPCU) and Regional Planning Co-ordinating Unit (RPCU) shall undertake monthly and quarterly project monitoring respectively to inspect and assess project execution status. The DPCU shall prepare and submit progress reports (See Annex 1) which will be the basis for payment for the assessed value of work done. The inspection team shall include the Chairmen of Development Planning, Finance and Administration and Works Sub- Committee as well as service providers, community leaders and beneficiary Assembly Members.

STEPS FOR REQUEST FOR GOODS AND SERVICES

1. The Department shall initiate the process for request for funds by applying to the MMDCD;
2. MMDCE/MMDCD shall refer the request to the MMDBO to commence the process;
3. After checking the relevant budget provision, cash ceiling and relevant documentation, the MMDBO shall prepare the specific warrant and forward it to the MMDCE/MMDCD for approval;
4. The approved specific warrant shall be forwarded to the Finance Office for the preparation of Payment Vouchers (PVs) and supporting documents. Responsible officers including the Internal Auditor shall vet and ensure the consistency of the Payment Voucher, warrant and other supporting documents;

5. The vetted documents shall be returned to the Finance Office for final payment to the beneficiary Department.

STEPS FOR REQUEST FOR NON-FINANCIAL ASSETS (CAPITAL EXPENDITURE)

1. The Head of Department shall apply for a commencement warrant to procure Goods, Works and Services through the Management of the Assembly. This activity must be in the Procurement Plan and in line with the appropriate procurement process as stated in the Public Procurement (Amendment) Act 2016 (*Act 914*).
2. MMDCE/MMDCD shall refer the request to the MMDBO.
3. After checking the relevant budget provision, cash ceiling and relevant documentation including the Entity Tender Committee Minutes, Award of Contract letter, Pro-forma Invoices, Bills of Quantities etc., the MMDBO through the MMDCE/MMDCD shall commit the Assembly to the tune of the value of the assets to be procured by issuing a Commencement Warrant to the Department.
4. The Department upon receipt of the invoices or Interim Payment Certificates shall apply for the release of funds from the Assembly with copies of the relevant documents and commencement certificates.
5. The MMDBO shall prepare the specific warrant for approval by the MMDCE and MMDCD.
6. The approved specific warrant shall be forwarded to the Finance Office for the preparation of PVs and supporting documents. The PV together with the warrant and other supporting documents shall be forwarded to responsible officers (*including Internal Auditor*) for vetting and consistency checks.
7. The vetted documents shall be returned to the Finance Office for payment to the beneficiary Department.

NOTE: No payment shall be made without the PV and appropriate supporting documents including the specific warrant duly approved.

8.4 Required Office / Technical Facilities for Physical Planning Department

Table 6: Required office/technical facilities:

FACILITY TYPE	MINIMUM No.
Office Rooms (Furnished)	3
Computers with accessories	10
Invertor	1
Plotter	1
Printers	4
GPS	4
Projector	1
Vehicles	2
Filing Cabinet	6
Scanner(For A0 Scanning)	1
Scanner (A4-A3)	1
Camera	1

8.5 Monitoring & Evaluation (M&E)

Departments of MMDAs shall put in place M&E systems for management of activities and works to ensure value for money. M&E reports shall include quality assurance and quality control procedures of the MMDAs. Monitoring will cover all aspects of physical planning development with the Physical Planning Department being responsible for data collection, processing, analysis and utilisation of results.

8.6 Quality Assurance & Quality Control

Quality Assurance (Monitoring of the System)

Quality Assurance refers to planned and systematic processes/activities implemented in a quality framework so that quality requirements of a product or a service could be fulfilled. Quality Assurance focuses on reducing deficiencies in the service levels. The goal of quality assurance is to improve development and test processes so that defects do not arise when the product is being developed.

Quality Control (Monitoring of the Works)

Quality control is a process that is used to ensure a certain level of quality in a product or service. It might include whatever actions an organization or a business deems necessary to provide for the control and verification of certain characteristics of a product or service. Most often, it involves thoroughly examining and testing the quality of products or the results of services.

The basic goal of this process is to ensure that the products or services that are provided meet specific requirements and characteristics, such as being dependable, satisfactory, safe and physically sound. Quality control focuses on identifying defects. The goal of Quality Control is to identify defects before and after a product is developed.

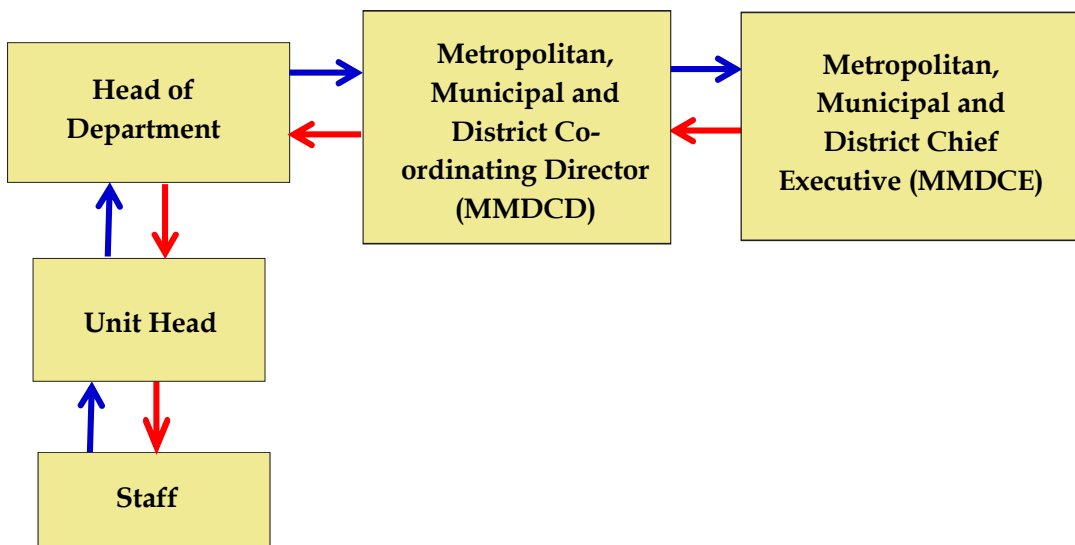
Departments/Units within the MMDAs are expected to put in place strategies to ensure both quality assurance and control in their service and product are provided within the broad framework of the LGS.

8.7 Internal Reporting Direction, Planning and Budgeting

The establishment of the LGS, with its attendant reorganization of the structures, systems and processes has made it imperative that internal reporting relationships are properly defined.

As outlined below, the system flows in both a bottom-up and top-down formation. The key element is the need for a unity of command and respect for the hierarchy to ensure consistency and focused service delivery.

Figure 7: Internal Reporting Direction:



8.8 Service Delivery Standards

Six (6) Service Delivery Standards of the LGS are listed below:

1. **Accountability** - taking responsibility for one's actions and/or in actions in rendering services and informing citizens on the use of public resources
2. **Client focus** - using client requirements to prioritize and consistently develop affordable and accessible Services in a timely manner.
3. **Efficient and Effective use of Resources** - the optimal use of resources (including time, human resource, natural resources, funds etc.) to provide services and products that satisfies the requirements of users in a timely manner.
4. **Participation** - the involvement of relevant stakeholders including Civil Society Groups, Media, NGOs, Private Sector and Community Members in the planning, implementation, monitoring and evaluation of service delivery at the MMDA level.
5. **Professionalism** - the demonstration of requisite skills and competencies, and the ability to adapt best practices in the delivery of services to the satisfaction of the client whilst adhering to ethical standards
6. **Transparency** - providing all stakeholders with the understanding of how MMDAs operate, and furnish them with easy access to adequate and timely information regarding decisions and actions taken by MMDAs.

9.0 ANNEX SECTION

Annex 1: Progress Report Format

**PHYSICAL PLANNING DEPARTMENT
QUARTERLY PROGRESS REPORT**

REGION:.....MMDA:.....

QUARTERLY STATUS REPORT: NOQUARTER ENDING:

1. Activity Summary

Output	Indicators	Planned Activities (according to approved annual work plans)	Progress in Quarter	Expenditure	
				Approved Budget (GH¢)	Actual to Date (GH¢)
1.					
2.					

2. Problems and Constraints

Output	Problems	Proposed Action

3. Other Issues:

.....

4. Report prepared by:.....

Annex 2: Annual Work Plan Format

**PHYSICAL PLANNING DEPARTMENT
ANNUAL WORK PLAN..... (Year)**

REGION:.....MMDA:

Output	Indicators	Planned Activities	Start (Yr/M)	End (Yr/M)	Proposed Budget (M GH¢)
1.					
Sub-total					
2.					
Sub-total					
3.					
Sub-total					
GRAND TOTAL					

Prepared by: Approved by:.....

Signature:..... Signature:.....

Date:..... Date:.....

Annex 3: Performance of Physical Planning Department (Check List)

..... MMDA

PHYSICAL PLANNING DEPARTMENT

PERFORMANCE MONITORING FORM COMPLETED BY MMDCD

PERFORMANCE OF DURING THE QUARTER OF 20.....

ACTIVITY	REMARKS
1.	
2.	
3.	
4.	

Progress of activities in the Quarter	
Unit	Progress
1.	
2.	
Other Comments	

Signed by MMCD:.....

Name of Assembly:

Date:

Annex 5: Training Areas

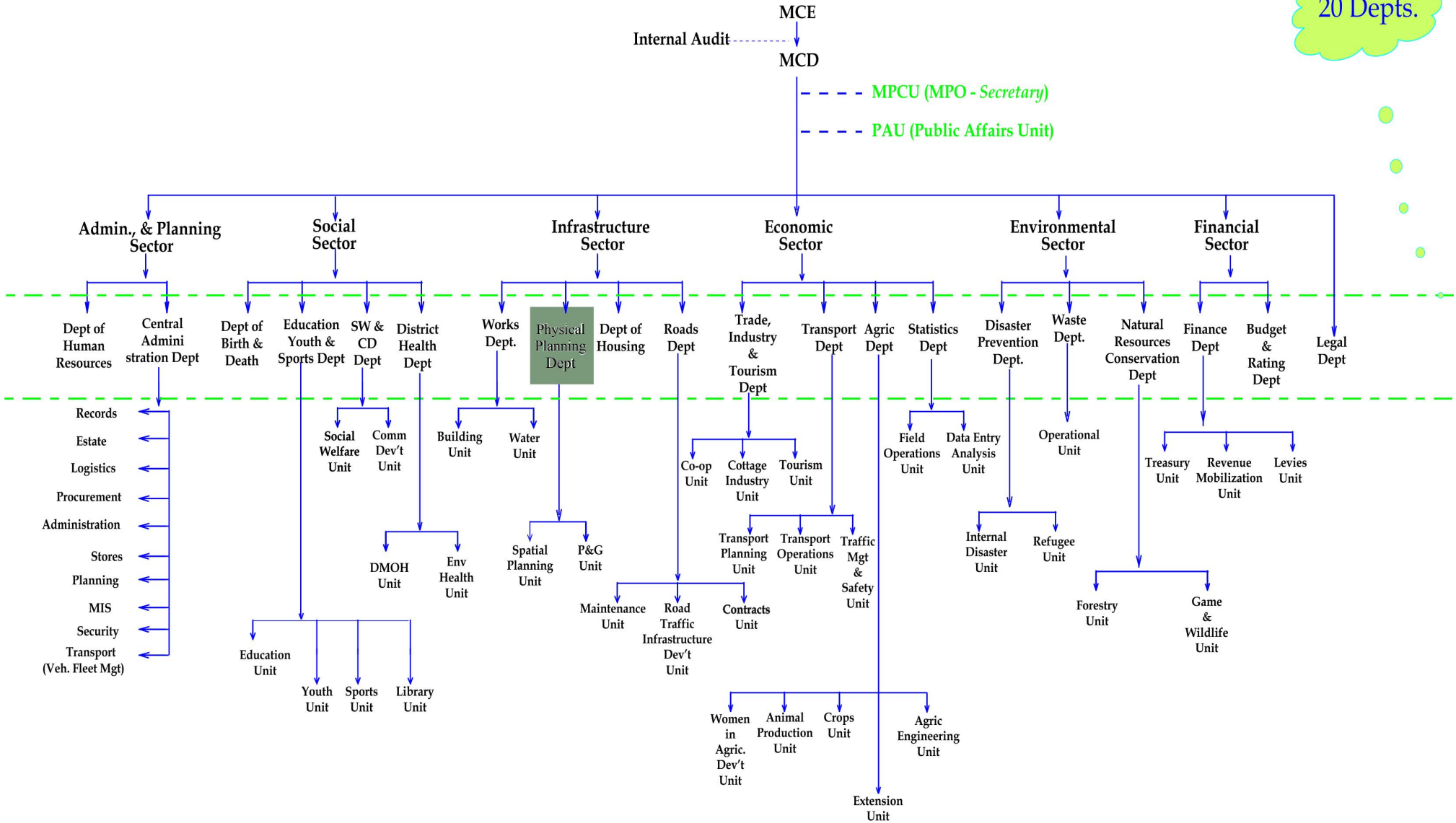
..... MMDA
PHYSICAL PLANNING DEPARTMENT

Training Area	Target participants

APPENDICES

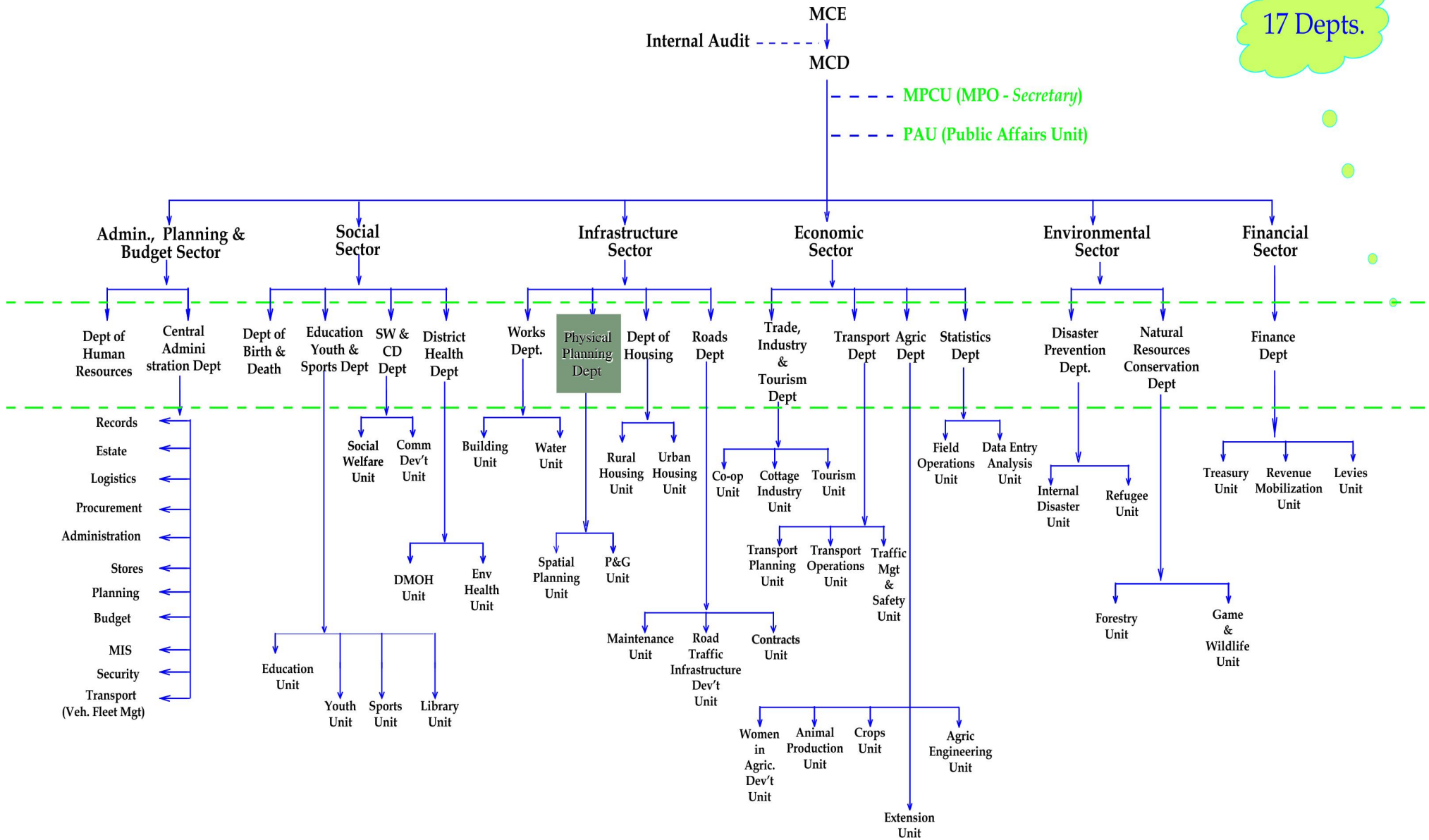
METROPOLITAN DEPARTMENTS ORGANOGRAM (FUNCTIONAL)

20 Depts.



MUNICIPAL DEPARTMENTS ORGANOGRAM (FUNCTIONAL)

17 Depts.



DISTRICT DEPARTMENTS ORGANOGRAM (FUNCTIONAL)

