



Government of Ghana

Right to Information Manual Template

Land Use and Spatial Planning
Authority (LUSPA)

December, 2022

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1. Overview

This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akuffo-Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained. In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

1.1 Purpose of Manual – To inform/assist the public on the organizational structure, responsibilities and activities of the [Land Use and Spatial Planning Authority \(LUSPA\)](#) and provide the types of information and classes of information available at [LUSPA](#), including the location and contact details of its information officers and units.

2. Directorates and Departments under Land Use and Spatial Planning Authority (LUPSA)

This section describes the institution's vision and mission and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

VISION

To become a unique, technically capable and proactive entity, able to contribute effectively to rational land use and spatial planning within sustainable human settlements in Ghana

MISSION

To facilitate the planning, management and promotion of harmonious, sustainable and cost-effective development of land and human settlements in Ghana in accordance with sound environmental and planning principles.

Directorates and Departments under Land Use and Spatial Planning Authority (LUSPA)

1. Research, Monitoring and Evaluation (RM&E) Directorate
2. Spatial Planning Directorate
3. Standards and Compliance Directorate
4. Human Resource and Administration Directorate
5. Finance Directorate

Responsibilities of the Institution:

1. perform the spatial, land use and human settlements planning functions of the national development planning system established under the National Development Planning Commission Act, 1994 (Act, 479) and the National Development Planning (System) Act, 1994 (Act 480);
2. prepare and provide for the technical human settlements planning component as may be required by the National Development Planning Commission for inclusion in the national development plans or infrastructure plan prepared by the Commission pursuant to Acts 479 and 480;
3. provide directives, issue regulatory notices, guidelines and manuals to ensure compliance with this Act;

4. develop the capacities of the District Assemblies and other institutions for effective performance of their spatial planning and human settlement management functions;
5. ensure efficiency in the development control functions at national, regional and district levels through the decentralised governance structures;
6. ensure that the District Assemblies in collaboration with the development institutions perform site and service programmes for the purpose of development;
7. provide guidance on the requisite human and material resources for the performance of the spatial planning and physical development functions at all levels;
8. ensure the control of physical development in uncontrolled or less controlled but sensitive areas such as forest reserves, nature reserves, wild life sanctuaries, green belts, coastal wetlands, water bodies, water catchment areas, mining areas, open spaces and public parks;
9. ensure that the exploitative use of natural resources for agriculture, mining, industry and other related activities do not adversely impact on human settlements;
10. Oversees the implementation of approved policies regarding spatial planning and physical development within the country;
11. give guidance and monitor District Assemblies and generally advise the Minister on policy options and implementation under the Act;
12. give directives and guidelines as appropriate on development control functions in conformity with the Act;
13. prepare national spatial development framework plan and evaluate regional and district spatial development framework to ensure conformity with the national spatial development framework and the requirements of the Act,
14. recommend relevant Regulations to be made by the Minister;
15. ensure a continual review, effective planning and management of human settlements and spatial planning policies;

16. ensure attainment of a balanced distribution of urban population and a spatially integrated hierarchy of human settlements to support the socio-economic development of the country;
17. ensure continued revision of spatial development framework, structure and local plans to guide the development of human settlements in the country;
18. encourage the private sector to partner the public sector in financing the development and management of human settlements and related physical development;
19. create a regime that enables District Assemblies to acquire land in order to prevent or reverse depressed settlements;
20. establish spatial planning and land use database;
21. ensure the creation of appropriate zoning schemes and also prevent encroachments or breach of zoning schemes;
22. facilitate the creation of an institutional framework that ensures the effective operation of the Act at all levels;
23. ensure the establishment of an inter-sectoral approach to decision making in spatial planning in accordance with the development objective of government to attain a coordinated approach to development;
24. provide technical advice on spatial planning to the Government through the Board
25. collaborate with relevant agencies; and
26. Perform any other function as may be required pursuant to the policy directives of the Minister referred to in section 12 of the Act.

2.1 Description of Activities of each Directorate and Department

<Briefly list and state the activities of each directorates and Department listed above. Example, Human Resource Directorate – Responsible for>

Directorate/Department	Responsibilities/Activities
Research, Monitoring and Evaluation (RM&E) Directorate	<ol style="list-style-type: none"> 1. Provides input for the formulation of policies; 2. Oversees the implementation of programmes and activities of the Directorate; 3. Ensures the efficient and effective management of the human, material and financial resource of the Directorate; 4. Coordinates the development of project proposals for the Authority; 5. Ensures the conduct of research; 6. Ensures the conduct of impact assessment; 7. Coordinates the monitoring and evaluation of the Authority's activities; 8. Ensures the implementation of recommendations contained in audit reports; 9. Collaborates and builds relationships with State and Non-State actors in carrying out the functions of the Directorate; 10. Coordinates the development of the strategic and other plans for the Authority; 11. Oversees the preparation of the annual and other periodic reports of the Authority 12. Oversees the preparation of annual and other periodic reports of the Directorate; 13. Oversees the preparation of the annual work plan and budget of the Directorate; 14. Oversees the implementation of the Performance Management System within the Directorate; 15. Supervises and appraises the performance of immediate subordinate staff
	<p>Provides input for the formulation of policies;</p> <ol style="list-style-type: none"> 2. Oversees the implementation of programmes and activities of the Directorate;

Spatial Planning Directorate	<ol style="list-style-type: none"> 3. Ensures the efficient and effective management of the human, material and financial resource of the Directorate 4. Coordinate and supervise spatial planning projects/programmes 5. Ensures the preparation, review and evaluation of spatial plans in conformity with the national spatial development framework; 6. Collaborates and builds relationships with Government, Public and Private sector partners and other stakeholders, both national and international, in carrying out the functions of the Directorate. 7. Ensure the development and maintenance of the Land Use Planning and Management Information System (LUPMIS); 8. Ensure the design and implementation of capacity building programmes 9. Ensures the implementation of recommendations contained in audit reports; 10. Collaborates and builds relationships with State and Non-State actors in carrying out the functions of the Directorate; 11. Oversees the preparation of annual and other periodic reports of the Directorate; 12. Oversees the preparation of the annual work plan and budget of the Directorate; 13. Oversees the implementation of the Performance Management System within the Directorate; 14. Supervises and appraises the performance of immediate subordinate staff
	<ol style="list-style-type: none"> 1. Provides input for the formulation of policies; 2. Oversees the implementation of programmes and activities of the Directorate; 3. Ensures the efficient and effective management of the human, material and financial resource of the Directorate

<p>Standards and Compliance Directorate</p>	<ol style="list-style-type: none"> 4. Ensures the development and review of regulations, guidelines, checklist, manuals and planning standards 5. Ensure compliance with regulations, checklist, guidelines and planning standards 6. Coordinate the implementation of the appropriate sanctions of the Authority on non-compliance 7. Ensures the implementation of recommendations contained in audit reports; 8. Collaborates and builds relationships with State and Non-State actors in carrying out the functions of the Directorate 9. Ensure the Identification of possible areas for research 10. Ensure implementation and compliance of Street Addressing System in the Districts 11. Collaborates and builds relationships with Government, Department/Units, Public and Private sector partners and other stakeholders, both national and international, in carrying out the functions of the Directorate. 12. Oversees the preparation of annual and other periodic reports of the Directorate; 13. Oversees the preparation of the annual work plan and budget of the Directorate; 14. Oversees the implementation of the Performance Management System within the Directorate; 15. Supervises and appraises the performance of immediate subordinate staff
	<ol style="list-style-type: none"> 1. Provides inputs for the formulation and review of policies; 2. Ensures the implementation, monitoring and evaluation of programmes and activities of the Directorate; 3. Exercises oversight responsibility for the efficient and effective management of the human and material resources of the Authority;

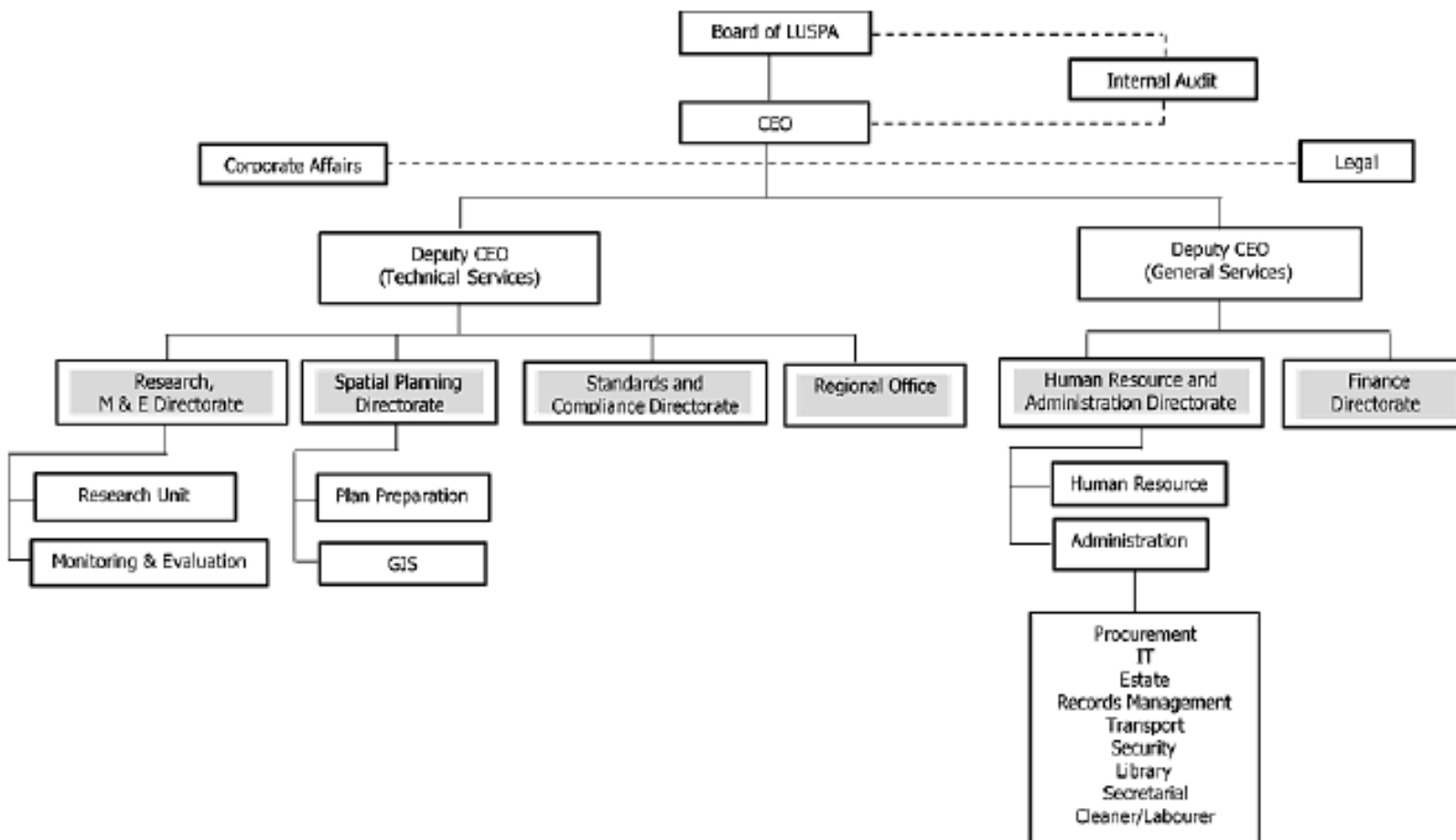
<p>Human Resource and Administration Directorate</p>	<ol style="list-style-type: none"> 4. Ensures the efficient and effective management of the human, material and financial resources of the directorate; 5. Ensures the development and implementation of administrative and human resource management policies, systems and manuals for the Authority; 6. Ensures the organisational design and HR planning of the Authority; 7. Oversees the preparation of the annual and other periodic reports of the Authority; 8. Oversees the development of the strategic plan of the Authority; 9. Ensures the maintenance of a cordial Management-organised labour relationship; 10. Ensures the development and maintenance of an effective Human Resource Management Information System (HRMIS) for the Authority; 11. Coordinates, monitors and reviews Human resource development plans of the Authority; 12. Develops mechanisms for succession planning and the smooth exit of staff; 13. Facilitates the development and implementation of welfare and safety policies; 14. Ensures the maintenance of appropriate relationships with relevant Ministries, directorates and Agencies of government and other stakeholders on issues relating to administration and human resource management; 15. Oversees the organisation of meetings, conferences, workshop; 16. Oversees the development of administrative systems of the Authority; 17. Coordinates plans to ensure the availability of resources to support the activities of the Authority; <p>Page 91</p> <ol style="list-style-type: none"> 18. Ensures the development and implementation of guidelines for the management of Estate, transport, logistics and the provision of services; 19. Ensures the implementation of recommendations contained in audit reports; 20. Ensures the preparation of budget and work plan of the Directorate;
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	<ol style="list-style-type: none"> 21. Oversees the preparation of the annual and other periodic reports of the Directorate; 22. Coordinates the implementation of the Performance Management System of the Authority; 23. Supervises and appraises the performance of staff of the Directorate.
Finance Directorate	<ol style="list-style-type: none"> 1. Oversees the provision of inputs for the formulation of policies; 2. Oversees the implementation, monitoring and evaluation of the programmes and activities of the Directorate; 3. Exercises oversight responsibility for the efficient and effective management of the human, material and financial resources of the Directorate. 4. Co-ordinates the preparation of the annual budget of the Authority; 5. Oversees the preparation and submission of the annual budget of the Directorate. 6. Oversees the analysis and interpretation of financial reports for the Authority. 7. Oversees the preparation of annual financial reports of the Authority 8. Maintains appropriate relationship with relevant Ministries, Directorates and Agencies of government and stakeholders on issues relating to finance. 9. Identifies sources of funding to improve the revenue base of the Authority 10. Advises Management on the financial management laws, regulations, fiscal policies and any other financial issues; 11. Provides financial advice for the development of proposals; 12. Ensures the implementation of financial recommendations contained in audit reports; 13. Ensures the judicious use of funds in accordance with relevant financial regulations; 14. Ensures the development and implementation of financial control system for the Authority.

	<p>15. Ensures the preparation of annual and other periodic reports of the Directorate.</p> <p>16. Oversees the implementation of the Performance Management Systems within the Directorate;</p> <p>17. Supervises and appraises the performance of immediate subordinate staff.</p>
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2.2 < Land Use and Spatial Planning Authority’s Organogram

APPENDIX

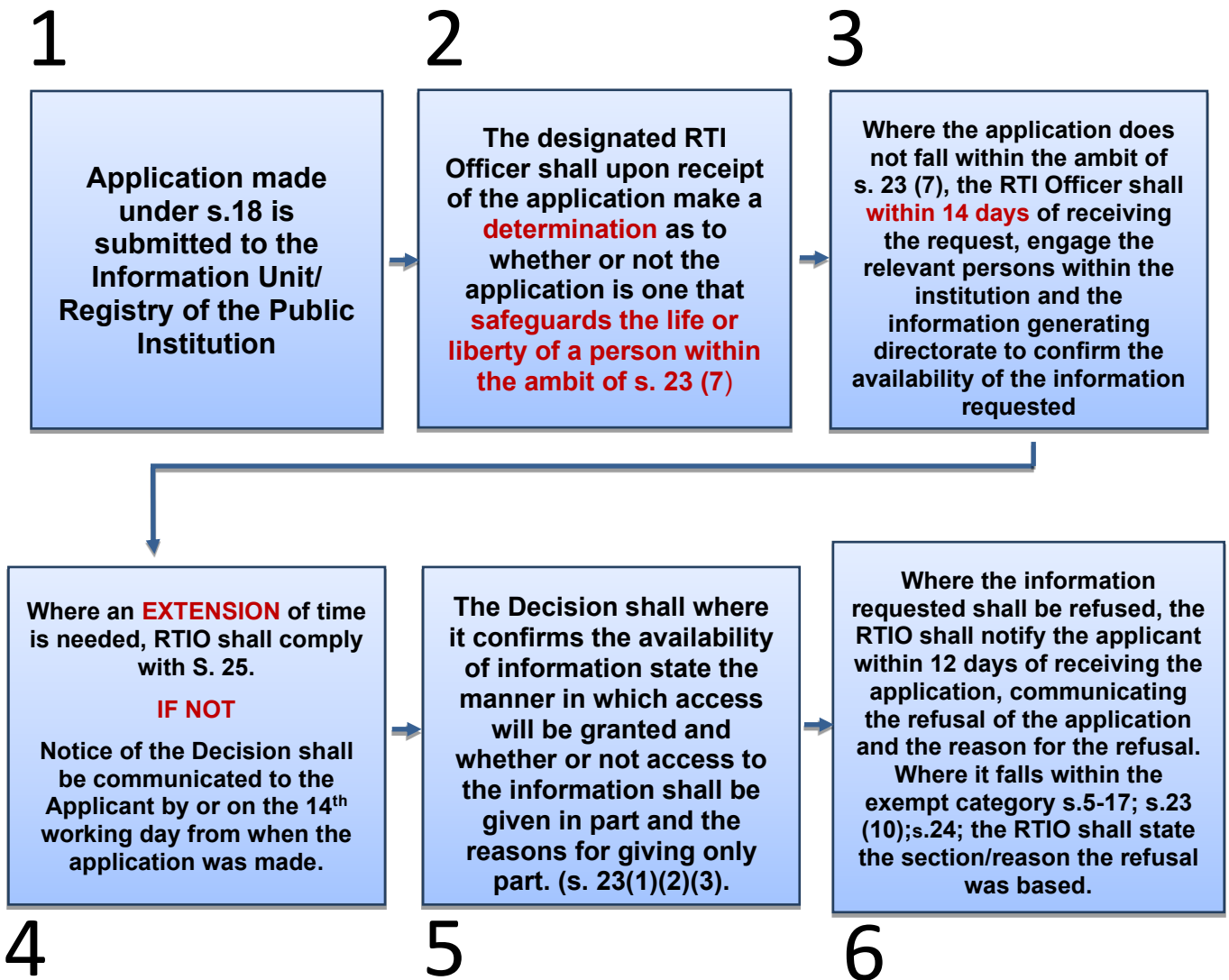


2.3 AGENCIES under LAND USE AND SPATIAL PLANNING

2.4 Classes and Types of information

List of various classes of information in the custody of the institution:
<ol style="list-style-type: none">1. Administration Information2. Budgetary Information3. Annual Financial Report4. Audit Report5. Monitoring & Evaluation information6. Research information7. Spatial Planning guidelines and Manuals8. Spatial Planning Regulatory information9. Spatial Plans10. Spatial Data
Types of Information Accessible at a fee:
N/A

3. Processing and Decision on Application – S. 23



4. Amendment of Personal Record

A person given access to information contained in records of a public institution may apply for an amendment of the information if the information represents the personal records of that person and in the person's opinion, the information is incorrect, misleading, incomplete or out of date.

4.1 How to apply for an Amendment

- a. The application should be in writing indicating;
 - Name and proof of identity.
 - Particulars that will enable the records of the public institution identify the applicant
 - The incorrect, misleading, incomplete or the out of date information in the record.
 - Signature of the applicant
- b. For incomplete information claimed or out of date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.
- c. The address to which a notice shall be sent should be indicated.
- d. The application can then be submitted at the office of the public institution

5. Fees and Charges for Access to Information

The Act mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, a reasonable transcription cost may be requested by the Information Officer. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

Under Section 75 (2), fees are not payable for:

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer in reviewing the information
- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

Section 76 subjects the retention of charges received by a public institution to the Constitution. Thus a public institution is authorized to retain charges received under the Act to be used only to defray expenses incurred by the public institution in the performance of functions under the Act and be paid into a bank account opened for the purpose with the approval of the Controller and Accountant-General.

6. Appendix A: Standard RTI Request Form

[Reference No.:]

APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2019 (ACT 989)



1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual <input type="checkbox"/>	Organization/Institution	<input type="checkbox"/>
6.	TIN Number			
7.	If Represented, Name of Representative:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	<input type="checkbox"/> National ID Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Voter's ID
		<input type="checkbox"/> Driver's License		
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			

10.	Manner of Access:	<input type="checkbox"/> Inspection of Information <input type="checkbox"/> Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" type="text"/>
10 (a).	Form of Access:	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille
11.	Contact Details:	<input type="checkbox"/> Email Address _____ <input type="checkbox"/> Postal Address _____ <input type="checkbox"/> Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) <i>"This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request."</i>	

7. Appendix B: Contact Details of LUPSA's Information Unit

Name of Information/Designated Officer:

Ernestina Akakpo

Telephone/Mobile number of Information Unit:

+233 558 349 762

Land Use and Spatial Planning Authority
Post Office Box MB 61
Ministries

8. Appendix C: Acronyms

Instructions: Provide a list of acronyms and associated literal translations used within the manual. List the acronyms in alphabetical order using the table below.

Table 1 Acronyms

Acronym	Literal Translation
<i>RTI</i>	<i>Right to Information</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>s.</i>	<i>section</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<Acronym>	<Literal Translation>
<Acronym>	<Literal Translation>

9. Appendix D: Glossary

This Glossary presents clear and concise definitions for terms used in this manual that may be unfamiliar to readers listed in alphabetical order. Definitions for terms are based on section 84 of the RTI Act.

Table 2 Glossary

Term	Definition
Access	<i>Right to Information</i>
Access to information	<i>Right to obtain information from public institutions</i>
Contact details	<i>Information by which an applicant and an information officer may be contacted</i>
Court	<i>A court of competent jurisdiction</i>
Designated officer	<i>An officer designated for the purposes of the Act who perform similar role as the information officer</i>
Exempt information	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
Function	<i>Powers and duties</i>
Government	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
Information	<i>Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether or not it was created by the public institution, and in the case of a private body, relates to the performance of a public function.</i>
Information officer	<i>The information officer of a public institution or the officer designated to whom an application is made</i>
Public	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
Public institution	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
Right to information	<i>The right assigned to access information</i>
Section	<i>Different parts of the RTI Act</i>