

# **PRESENTATION ON LOCAL GOVERNMENT INSTRUMENT 2010, L.I.1967 (URBAN, ZONAL, TOWN COUNCILS AND UNIT COMMITTEES**

# PRESENTATION OUTLINE

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- MAJOR REASONS FOR THE REVIEW OF LI 1589
- OBJECTIVE OF THE LI 1967, INSTRUMENT 2010
- COMPOSITION OF ZONAL COUNCILS
- FUNCTIONS OF ZONAL COUNCILS
- MEETINGS OF ZONAL COUNCILS
- COMPOSITION OF UNIT COMMITTEES
- MEETINGS OF UNIT COMMITTEE
- FUNCTIONS OF UNIT COMMITTEES

# MAJOR REASONS FOR THE REVIEW OF LI 1589

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- THE NUMBERS ARE DIFFICULT TO MOVE OR CONTROL
- THE NUMBERS PUT A LOT OF STRAIN ON GOVERNMENT RESOURCES DURING DISTRICT LEVEL ELECTIONS
- IT PROVIDES A LONG LIST OF CANDIDATES TO CHOOSE FROM AT THE UNIT COMMITTEE LEVEL
- IN SOME CASES UNIT COMMITTEES MAY NOT GET ENOUGH PEOPLE TO CHOOSE FROM AND TO FILL THE AVAILABLE VACANCIES
- IT MAKES IT DIFFICULT TO THINK OF REMUNERATING MEMBERS
- THE LARGE NUMBER OF MEMBERS ARE AT TIMES LESS EFFECTIVE AND EFFICIENT
- THE LARGE NUMBER UNDERMINES THE ADMINISTRATIVE AND POLITICAL CONSIDERATIONS THAT WENT INTO THE CREATION OF THESE SUB-STRUCTURES
- NEED TO REVAMP AND ENERGISE THE SUB-STRUCTURES WITH THE COMING INTO FORCE OF LI 1961

# OBJECTIVE OF THE LI 1967, INSTRUMENT 2010

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- ❑ TO REDUCE THE MEMBERSHIP OF URBAN COUNCILS (25 – 30)
- ❑ TO REDUCE THE MEMBERSHIP OF ZONAL COUNCILS ( 15 - 20)
- ❑ TO REDUCE MEMBERSHIP OF UNIT COMMITTEES FROM 15 – 5
- ❑ TO REDUCE THE NUMBER OF ELECTED MEMBERS FROM 10 – 5
- ❑ **ABOLISH** APPOINTMENT OF **5 MEMBERS**
- ❑ REDUCE THE TOTAL NUMBER OF UNIT COMMITTEES FROM 15,000 TO A NUMBER CO-TERMINOUS WITH THE NUMBER OF ELECTORAL AREAS IN THE COUNTRY {6,244 (70%)} and {2,835 (30%)}
- ❑ REDUCE THE MEMBERSHIP OF URBAN, ZONAL, TOWN AND AREA COUNCILS
- ❑ UPDATE THE LIST OF MUNICIPAL ASSEMBLIES AND URBAN COUNCILS
- ❑ MAKE ZONAL COUNCILS SEMI-AUTONOMOUS
- ❑ AMEND SLIGHTLY THE FUNCTIONS ASSIGNED TO THE SUB-DISTRICT STRUCTURES

Prepared and presented by Jonathan Azasoo

# ISSUES TO NOTE

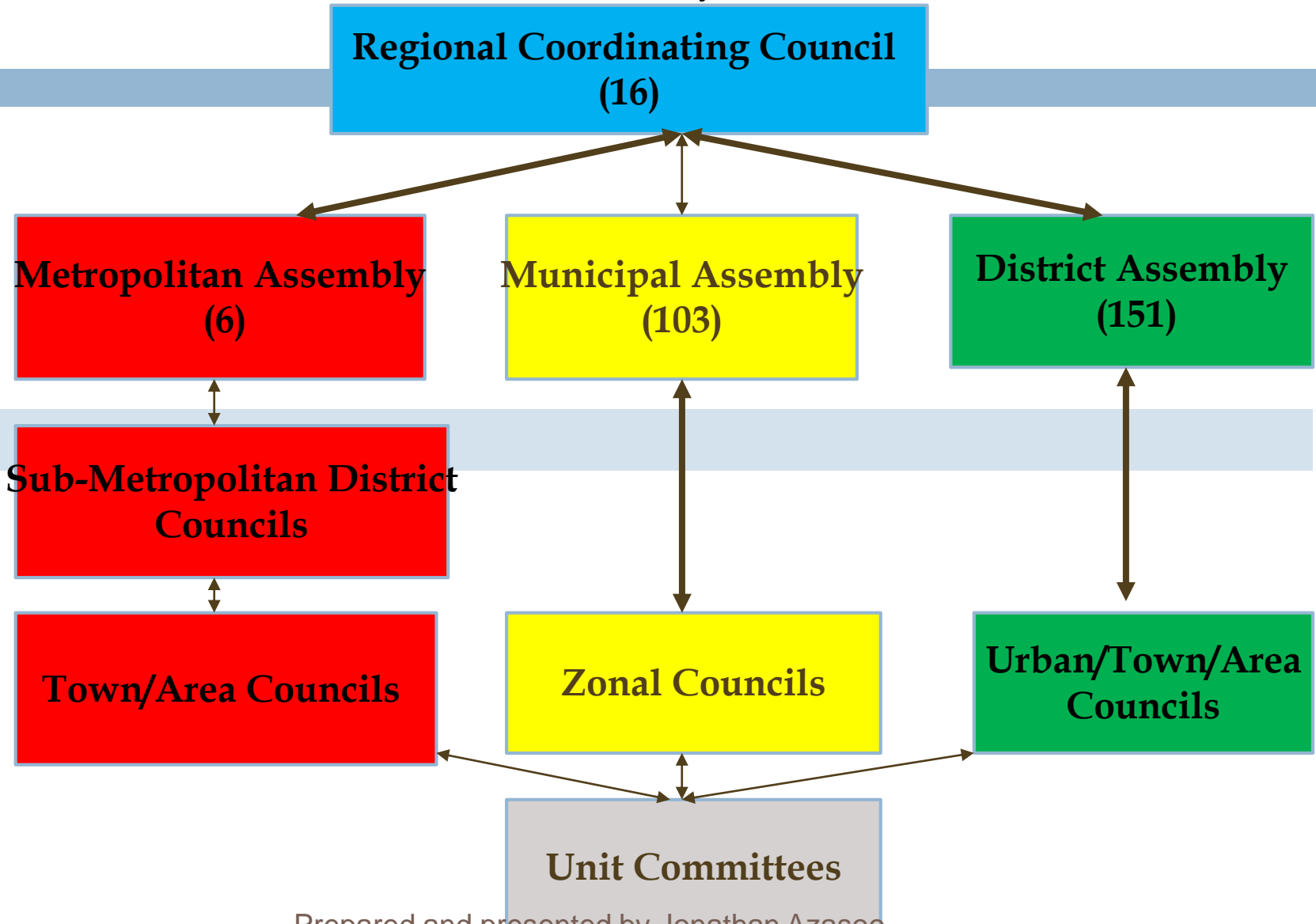
5

- THE LI 1967 DOES NOT AFFECT THE SUB-METROPOLITAN STRUCTURES AS THEY ARE COVERED IN THE LI ESTABLISHING THEM
- NUMBER OF MUNICIPAL ASSEMBLIES WERE INCREASED
- NUMBER OF URBAN COUNCILS WERE INCREASED
- URBAN, ZONAL, TOWN AND AREA COUNCILS AND UNIT COMMITTEES NO LONGER PERFORM THE FUNCTIONS PERFORMED BY THE THEN TOWN AND VILLAGE COMMITTEES
- UNIT COMMITTEES SHALL BE RESPONSIBLE TO DISTRICT ASSEMBLY THROUGH THE URBAN, ZONAL OR TOWN COUNCIL CONCERNED

# Ghana's Local Government System and Structures

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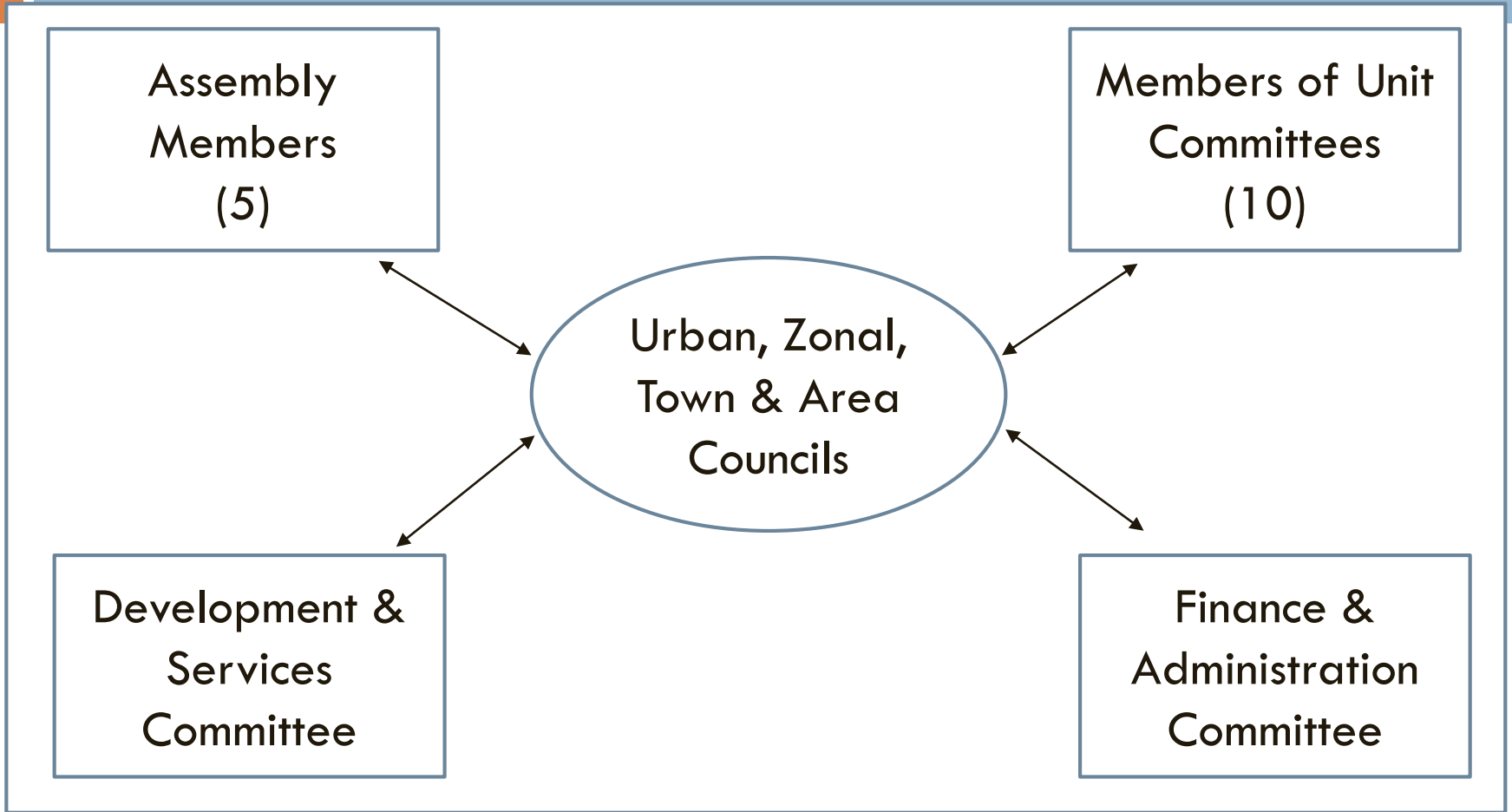
Sub-District Structures



# Establishment of Sub-Structures

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- **SUB-METROS** SETTLEMENTS ABOVE **100,000** PEOPLE
- **URBAN COUNCILS** SETTLEMENTS ABOVE **15,000** PEOPLE
- **ZONAL COUNCILS** SETTLEMENTS ABOVE **3,000** PEOPLE
- **TOWN COUNCILS** SETTLEMENTS BETWEEN **5,000 – 15,000** PEOPLE
- **AREA COUNCILS** GROUPS OF VILLAGES AND SMALLER WITH POP LESS OR MORE THAN **5,000**
- **UNIT COMMITTEES** SETTLEMENTS BETWEEN **500 – 1500** PEOPLE



# ZONAL COUNCILS

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- MEMBERSHIP OF ZONAL COUNCILS  $10 \leq 15$ 
  - NOT MORE THAN 5 PERSONS ELECTED FROM AMONG THE MEMBERS OF THE RELEVANT ASSEMBLY
  - NOT MORE THAN 10 REPRESENTATIVES FROM THE UNIT COMMITTEES ELECTED ANNUALLY ON ROTATIONAL BASIS
  
- TENURE OF OFFICE
  - 4YEARS BUT DOES NOT APPLY TO REPRESENTATIVES FROM THE UNIT COMMITTEES ON THE COUNCIL
  
- REMOVAL FROM OFFICE
  - NOT LESS THAN TWO-THIRDS OF MEMBERS AND WITH RECOMMENDATION TO THE DA BY AN AD HOC COMMITTEE (ZONAL COUNCILS)
  - NOT LESS THAN TWO-THIRDS OF MEMBERS OF THE UNIT COMMITTEES

# CON'T

10

## □ **STANDING ORDERS**

- MEETINGS IN ACCORDANCE WITH STANDING ORDERS OF THE ASSEMBLY

## □ **STAFF**

- SECRETARY TO BE APPOINTED BY DISTRICT ASSEMBLY
- REMUNERATION OF SECRETARY TO BE FIXED BY DISTRICT ASSEMBLY
- SECRETARY SHALL RECORD ALL MEETINGS OF THE ZONAL COUNCIL
- SECRETARY SHALL BE RESPONSIBLE FOR DAY-TO-DAY ADMINISTRATION OF THE ZONAL COUNCIL
- STAFF OF THE SECRETARIAT TO BE APPOINTED BY THE ASSEMBLY
- OTHER ADDITIONAL STAFF MAY BE ENGAGED BY THE ZONAL COUNCIL

# CON'T

11

## □ BANK ACCOUNT

- ▣ ZONAL COUNCIL SHALL OPEN BANK ACCOUNT
- ▣ SPECIAL ACCOUNTS SHALL BE OPENED FOR UNIT COMMITTEES WITH THEIR NAMES
- ▣ ZONAL COUNCILS TO KEEP BOOK OF ACCOUNTS
- ▣ BOOK OF ACCOUNTS TO BE AUDITED BY DISTRICT INTERNAL AUDITOR AND AUDITOR-GENERAL
- ▣ ALL DOCUMENTS ON THE ACCOUNTS SHALL BE SIGNED BY THE **SECRETARY AND THE PERSON PRESIDING**
- ▣ AT LEAST 2/3 MEMBERS TO APPROVE OF EXPENDITURE

## □ REVENUE SHARING

- ▣ 50% OF ALL REVENUE ALLOCATED TO IT BY THE DA
- ▣ MUTUALLY AGREED PROPORTIONS OF OTHER DA REVENUES

# CON'T

12

- **LEVYING OF RATES**
  - ▣ NO COUNCIL SHALL IMPOSE ANY LEVY OR RATES **WITHOUT APPROVAL FROM DA**
- **COMMITTEES OF THE ZONAL COUNCILS**
  - ▣ DEVELOPMENT AND SERVICES COMMITTEE
  - ▣ FINANCE AND ADMINISTRATIVE COMMITTEE
  - ▣ ANY OTHER AD HOC COMMITTEE
  - ▣ COMMITTEE MAY CO-OPT ANY PERSON

# CON'T

13

- **SUBMISSION OF RETURNS TO DA**
  - SUBMIT **QUARTERLY ADMINISTRATIVE** RETURNS INCLUDING DEVELOPMENT PROGRAMMES AND PROGRESS REPORT
  - **FORTNIGHT REVENUE RETURNS** WITH BANK PAY-IN SLIPS
  - SUBMIT **MONTHLY REVENUE AND EXPENDITURE FINANCIAL STATEMENTS** TO THE DA
  - REPORT ALL PERSONNEL RECRUITMENT AND STAFF DISCIPLINARY ACTION TO THE DA

# MEETING OF ZONAL/TOWN/AREA COUNCILS

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- ❑ ELECT ONE PERSON AS MEMBER PRESIDING FROM AMONG MEMBERS
- ❑ MEMBER PRESIDING SHALL HOLD OFFICE FOR **ONE YEAR** AND SUBJECT TO **RE-ELECTION**
- ❑ MEMBER PRESIDING SHALL CALL A MEETING NOT LESS THAN **SIX TIMES IN A YEAR**
- ❑ CONDUCT MEETING IN ACCORDANCE WITH THE STANDING ORDERS OF THE ASSEMBLY
- ❑ SITTING AND TRAVELLING ALLOWANCES TO BE APPROVED BY ASSEMBLY

# FUNCTIONS OF ZONAL/TOWN/AREA COUNCILS

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- KEEP RECORDS OF ALL RATEABLE PERSONS AND PROPERTIES WITHIN THEIR JURISDICTION
- ASSIST ANY PERSON AUTHORISED BY THE ASSEMBLY TO COLLECT REVENUE DUE TO THE ASSEMBLY
- RESPONSIBLE FOR THE NAMING OF STREETS
- PLANT TREES IN THE STREET
- PREVENT AND CONTROL FIRE OUTBREAKS
- MAKE RECOMMENDATIONS ON DEVELOPMENT PROGRAMMES TO THE ASSEMBLY
- RESPONSIBLE FOR THE DAY-TO-DAY ADMINISTRATION OF THEIR AREAS
- ARRANGE REVENUE COLLECTION CONTRACTS WITH THE ASSEMBLY

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# CON`T

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- ❑ PREPARE ANNUAL ACTION PLAN AND BUDGET FOR APPROVAL BY THE ASSEMBLY
- ❑ OPEN AND MAINTAIN BANK ACCOUNT
- ❑ TO PREPARE SHORT, MEDIUM AND LONG TERM DEVELOPMENT PLANS FOR APPROVAL BY THE ASSEMBLY
- ❑ TO MAKE PROPOSALS FOR THE LEVYING AND COLLECTION OF SPECIAL RATES FOR PROJECTS WITH APPROVAL FROM THE ASSEMBLY
- ❑ **FUNCTIONS SHALL BE PERFORMED SUBJECT TO APPROVAL AND DIRECTION OF THE ASSEMBLY**

# UNIT COMMITTEE

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# PRESENTATION OUTLINE

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- COMPOSITION OF UNIT COMMITTEES
- MEETING OF UNIT COMMITTEES
- FUNCTIONS OF UNIT COMMITTEES
- CHALLENGES OF UNIT COMMITTEES

# UNIT COMMITTEES

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## □ **MEMBERSHIP OF UNIT COMMITTEES 5**

- NOT MORE THAN **5 PERSONS** ELECTED AT AN ELECTION CONDUCTED BY EC

## □ **TENURE OF OFFICE**

- **4YEARS AND ELIGIBLE FOR RE-ELECTION**

## □ **REMOVAL FROM OFFICE**

- NOT LESS THAN **TWO-THIRDS** OF REGISTERED VOTERS IN THE UNIT VOTING AT AN ELECTION

## □ **REASONS FOR REMOVAL**

- CONDUCT OF A MEMBER HAS BROUGHT THE UNIT COMMITTEE INTO DISREPUTE
- MEMBER HAS COMMITTED AN ACT INCOMPATIBLE WITH HIS OFFICE

# MEETING OF UNIT COMMITTEE

20

- ❑ ELECT ONE PERSON AS MEMBER PRESIDING FROM AMONG MEMBERS
- ❑ MEMBER PRESIDING SHALL HOLD OFFICE FOR **TWO YEAR** AND SUBJECT TO **RE-ELECTION**
- ❑ MEMBER PRESIDING SHALL CALL A MEETING AT LEAST **ONCE EVERY MONTH**
- ❑ CONDUCT MEETING IN ACCORDANCE WITH THE STANDING ORDERS OF THE ASSEMBLY
- ❑ SITTING AND TRAVELLING ALLOWANCES TO BE APPROVED BY ASSEMBLY

# STAFFING AND ADMINISTRATION

21

- ❑ EVERY UNIT COMMITTEE SHALL HAVE A SECRETARY APPOINTED BY THE DISTRICT ASSEMBLY
- ❑ SECRETARY'S REMUNERATION SHALL BE FIXED BY THE ASSEMBLY
- ❑ SECRETARY SHALL RECORD MINUTES OF EVERY MEETING
- ❑ NO UNIT COMMITTEE SHALL IMPOSE ANY LEVY OR RATES
- ❑ UNIT COMMITTEES SHALL NOT OPEN ANY ACCOUNT BUT DEPOSIT THEIR REVENUE INTO THE BANK ACCOUNT OF THE URBAN, ZONAL OR TOWN COUNCIL AND BEAR THE NAME OF THE UNIT COMMITTEE
- ❑ SECRETARY AND PERSON PRESIDING OR ANY OTHER MEMBER APPOINTED BY THE UNIT COMMITTEE SHALL SIGN DOCUMENTS AUTHORISING EXPENDITURE AGREED UPON BY THE UNIT COMMITTEE
- ❑ APPROVAL OF EXPENDITURE IS BY TWO-THIRD
- ❑ UNIT COMMITTEE SHALL KEEP BOOKS OF ACCOUNTS
- ❑ BOOKS OF ACCOUNTS SHALL BE AUDITED BY THE DISTRICT ASSEMBLY INTERNAL AUDITOR

# FUNCTIONS OF UNIT COMMITTEES

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- ❑ SUPERVISE THE STAFF OF DISTRICT ASSEMBLY ASSIGNED DUTIES IN ITS AREA OF AUTHORITY
- ❑ ASSIST THE ZONAL COUNCIL TO ENUMERATE AND KEEP RECORDS ON RATEABLE PERSONS AND PROPERTIES
- ❑ ASSIST ANY PERSON ASSIGNED BY THE URBAN OR TOWN COUNCIL TO COLLECT REVENUE
- ❑ MOBILISE MEMBERS OF THE UNIT FOR THE IMPLEMENTATION OF SELF-HELP AND DEVELOPMENT PROJECTS
- ❑ MONITOR THE IMPLEMENTATION OF PROJECTS
- ❑ MONITOR THE IMPLEMENTATION OF ANY ENACTMENT REGULATING THE USE OF CHAIN-SAWS IN THE UNIT

# CON`T

23

- SUPPORT THE REGISTRATION OF BIRTHS AND DEATHS
- ORGANISE COMMUNAL AND VOLUNTARY LABOUR
- MAKE RECOMMENDATION ON DEVELOPMENT PROGRAMMES TO THE ASSEMBLY
- MAKE RECOMMENDATIONS TO THE ASSEMBLY THROUGH THE ZONAL COUNCIL FOR THE LEVYING AND COLLECTION OF RATES
- EDUCATE THE PEOPLE ON THEIR RIGHTS, PRIVILEGES, OBLIGATIONS AND RESPONSIBILITIES
- PERFORM SUCH OTHER FUNCTIONS AS MAY BE DELEGATED BY THE COUNCIL OR DISTRICT ASSEMBLY
- FUNCTIONS SHALL BE PERFORMED SUBJECT TO APPROVAL AND DIRECTION OF THE ASSEMBLY
-

# SOME CHALLENGES OF UNIT COMMITTEES

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- ❑ SOME UNIT COMMITTEES HAVE MORE THAN 5 COMMUNITIES
- ❑ SOME COMMUNITIES ARE NOT REPRESENTED WITHIN THE UNIT COMMITTEE
- ❑ ELECTED UNIT COMMITTEE MEMBERS HAVE TO COVER A LARGE GEOGRAPHICAL AREA
- ❑ UNIT COMMITTEE MEMBERS DO NOT HAVE LOGISTICS AND EQUIPMENT
- ❑ SOME INTERFERANCE FROM SOME TRADITIONAL AUTHORITIES
- ❑ NON COOPERATION FROM SOME FORMER UNIT COMMITTEE MEMBERS
- ❑ POLITICAL INTERFERANCE IN THE WORK OF UNIT COMMITTEE MEMBERS
- ❑ NON REMUNERATION OF UNIT COMMITTEE MEMBERS
- ❑ NO FAIRNESS IN COMPOSITION TO GENDER
- ❑ REFUSAL OF SOME UNIT COMMITTEE MEMBERS TO PERFORM

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□ THANK YOU