



**Government of Ghana**

**Right to Information Manual**

**LANDS COMMISSION (LC)**

**2021**

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## 1. Overview

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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 [LANDS COMMISSION\(LC\)](#) and provide the types of information and classes of information available at [LC](#), including the location and contact details of its information officers and units.

## **2. DIVISIONS UNDER LANDS COMMISSION**

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 center of excellence for land service delivery.

### **MISSION**

To provide high quality, reliable and efficient service in geographic information, guaranteed tenure, property valuation, survey and mapping through teamwork and modern technology to our stakeholders.

<b>Divisions under LANDS COMMISSION(LC)</b>
<ol style="list-style-type: none"> <li>1. Survey and Mapping</li> <li>2. Land Registration</li> <li>3. Land valuation</li> <li>4. Public and Vested Lands Management</li> </ol>
<p><b>Responsibilities of the Institution:</b></p> <p>The objectives of the Commission are to:</p> <p>(a) promote the judicious use of land by the society and ensure that land use is in accordance with sustainable management principles and the maintenance of a sound eco-system; and</p> <p>(b) ensure that land development is effected in conformity with the nation's development goals.</p> <p>For the purpose of achieving its objectives, the Commission shall</p> <p>(a) on behalf of the Government, manage public lands and any other lands vested in the President by the Constitution or by any other law and any lands vested in the Commission;</p> <p>(b) advise the Government, local authorities and traditional authorities on the policy framework for the development of particular areas of the</p>

country to ensure that the development of individual pieces of land is coordinated with the relevant development plan for the area concerned;

- (c) formulate and submit to Government recommendations on national policy with respect to land use suitability or capability;
- (d) advise on, and assist in the execution of, a comprehensive programme for the registration of title to land as well as registration of deeds and instruments affecting land throughout the country;
- (e) facilitate the acquisition of land on behalf of Government;
- (f) establish standards for and regulate survey and mapping of the country and provide survey and mapping services where necessary;
- (h) license practitioners of cadastral survey;
- (i) undertake land and land related valuation services;
- (j) ensure that socio-economic activities are consistent with sound land use through sustainable land use planning in the long term national interest;

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- (l) instill order and discipline into the land market through curbing the incidence of land encroachment, unapproved development schemes, multiple or illegal land sales, land speculation and other forms of land racketeering;
- (o) minimize or eliminate, where possible, the sources of protracted land boundary disputes, conflicts and litigations in order to bring their associated economic costs and socio-political upheavals under control;
- (p) promote community participation and public awareness at all levels in sustainable land management and development practices to ensure the highest and best use of land;
- (q) promote research into all aspects of land ownership, tenure and the operations of the land market and the land development process;
- (r) impose and collect levies, fees, charges for services rendered;
- (s) establish and maintain a comprehensive land information system, and
- (t) perform other functions the Minister may assign to it

## 2.1 Description of Activities of each Directorate and Department

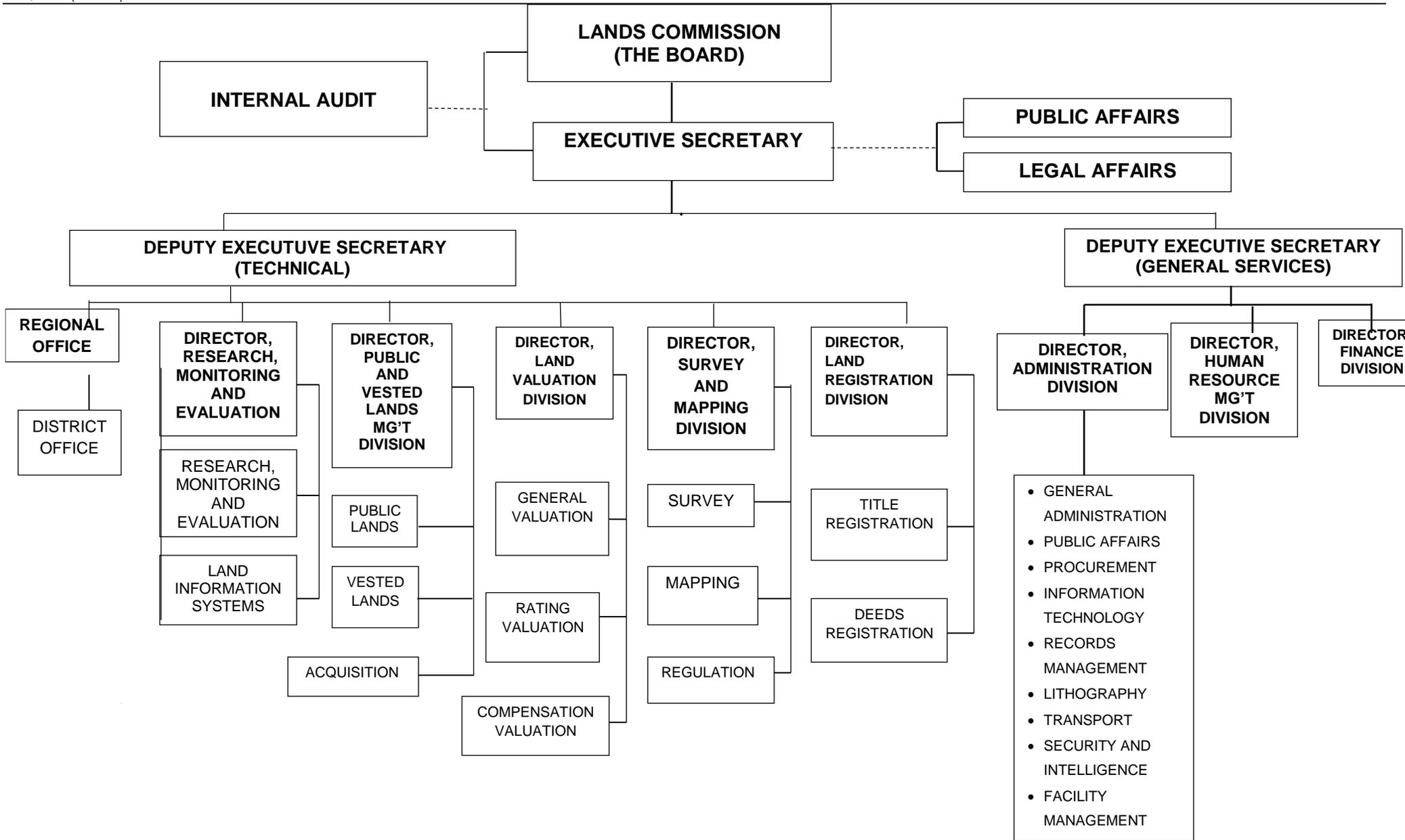
Directorate/Department	Responsibilities/Activities
Survey and Mapping Division	<p>a) supervise, regulate and control the survey and demarcation of land for the purposes of land use and land registration;</p> <p>(b) take custody of and preserve records and operations relating to the survey of any parcel of land;</p> <p>(c) direct and supervise the conduct of trigonometric, hydrographic and topographical surveys;</p> <p>(d) coordinate the preparation of plans from the data derived from survey and any amendment of the plans;</p> <p>(e) coordinate the production of photogrammetric surveys (aerial photography, orthophoto mapping, etc);</p> <p>(f) survey, map and maintain the national territorial boundaries including maritime boundaries;</p> <p>(g) develop and maintain the national geodetic reference network for the country;</p> <p>(h) supervise, regulate, control and certify the production of maps; and</p> <p>(i) other functions determined by the Commission.</p>
Land Registration Division	<p>(a) publication of notices of registration upon receipt of an application for registration;</p> <p>(b) registration of title to land and other interests in land;</p> <p>(c) registration of deeds and other instruments affecting land in areas outside compulsory title registration districts;</p> <p>(d) maintaining land registers that contains records of land and other</p>

	<p>interests in land.</p> <p>(e) other functions determined by the Commission.</p>
Land Valuation Division	<p>a) assessing the compensation payable upon acquisition of land by the Government;</p> <p>(b) assessment of stamp duty;</p> <p>(c) determining the values of properties rented, purchased, sold or leased by or to Government;</p> <p>(d) preparation and maintenance of valuation list for rating purposes;</p> <p>(e) valuation of interests in land or land related interests for the general public at a fee;</p> <p>(f) valuation of interests in land for the administration of estate duty;</p> <p>and</p> <p>(g) other functions determined by the Commission</p>
Public and Vested Lands Management Division	<p>(a) facilitating the acquisition of land for Government;</p> <p>(b) managing state acquired and vested lands in conformity with approved land use plans; and</p> <p>(c) other functions determined by the Commission.</p>
Administration Division	<p>(a) Overseeing day to day operations</p> <p>(b) Develop organizational policies</p> <p>(c) Disburse funds to managers</p> <p>(d) Managing administrative Budget</p> <p>(e) Monitoring operating expenses</p> <p>(f) Liaising with HR and other departments</p>

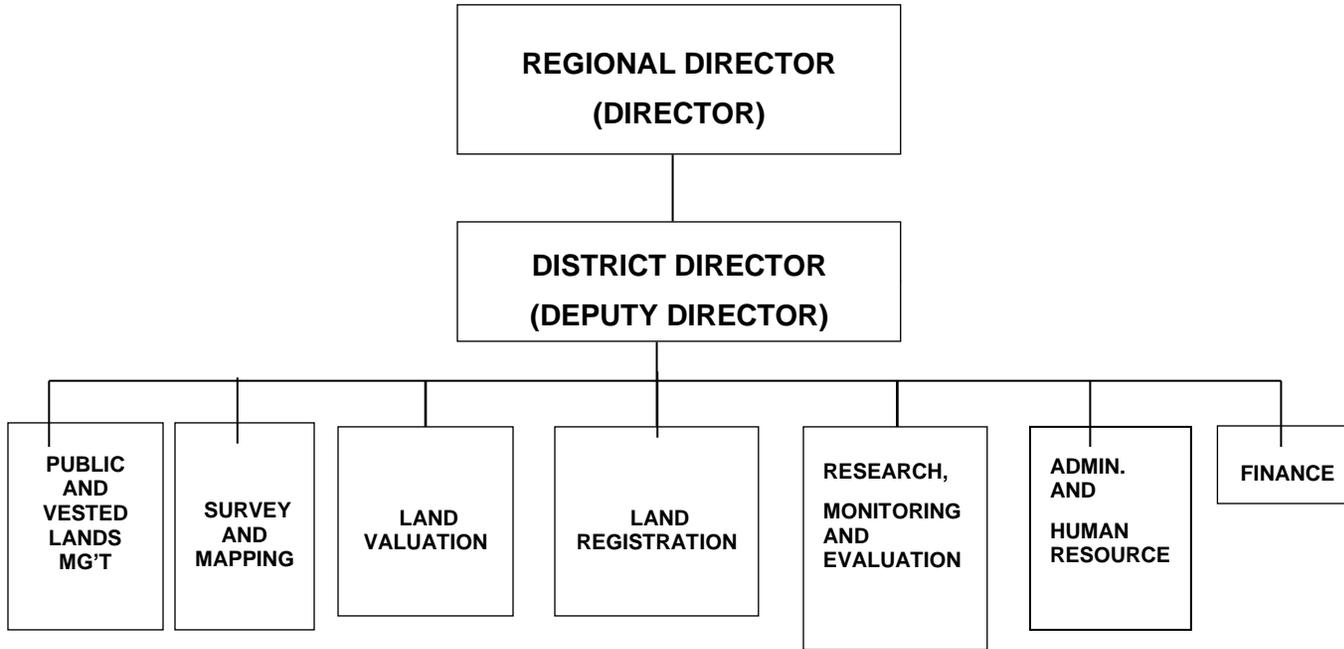
	(g) Updating executives on business performance
Human Resource Management Division	<ul style="list-style-type: none"> <li>(a) Develop and implement human resource policies</li> <li>(b) Support strategic objectives</li> <li>(c) Hiring staff and negotiating employment engagements</li> <li>(d) Ensuring compliance with laws and regulations</li> <li>(e) Managing staff wellness and performance reviews</li> <li>(f) Motivating and supporting current staff</li> <li>(g) Maintaining staff records</li> <li>(h) Handling employee's benefits</li> <li>(i) Identifying the needs of staff and creating workable job descriptions</li> <li>(j) Designing and organizing training programs for staff</li> </ul>

## **2.2 Lands Commission's Organogram**

Below is the Organogram for Lands Commission.



**ORGANISATIONAL STRUCTURE OF A REGIONAL OFFICE**



## ,2.4 Classes and Types of information

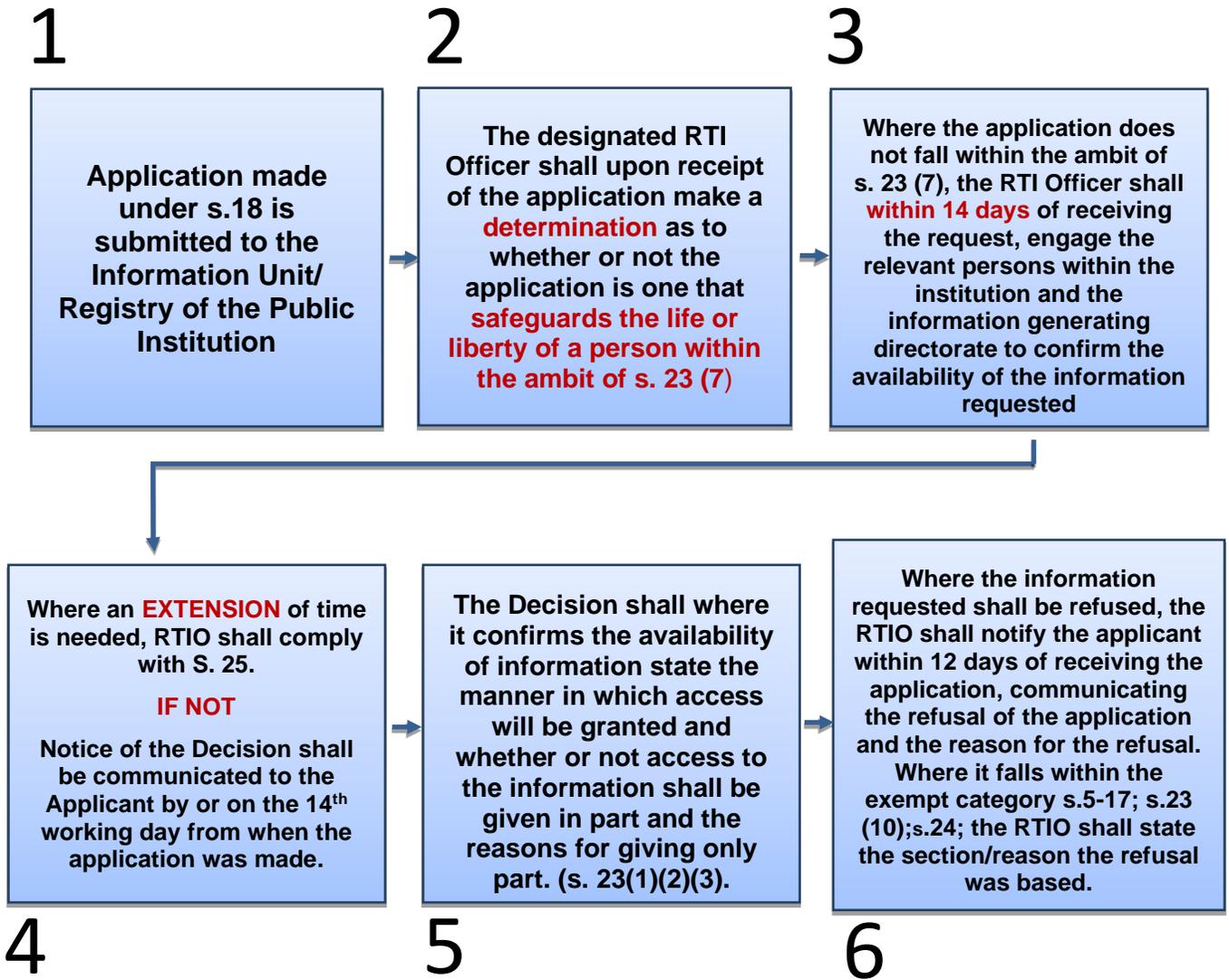
<b>List of various classes of information in the custody of the institution:</b>
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- |   |
|---|
| <ol style="list-style-type: none"><li>1. Administrative and Human Resource Management Information</li><li>2. Information relating to the core activities mandated by the Lands Commission Act, 2008(ACT 767).</li></ol> |
|---|

<b>Types of Information Accessible at a fee:</b>
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- |   |
|---|
| <ol style="list-style-type: none"><li>1. Searches on Land information at all Divisions of Lands Commission are accessible at a fee.</li></ol> |
|---|

**3. Processing and Decision on Application – S. 23**



## **4. Amendment of Personal Record**

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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**

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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)**



<b>1.</b>	<b>Name of Applicant:</b>	
<b>2.</b>	<b>Date:</b>	

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

<p><b>10.</b></p>	<p><b>Manner of Access:</b></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/> <b>Inspection of Information</b></p> <p><b>Copy of Information</b></p> <p><input type="checkbox"/> <b>Viewing / Listen</b></p> <p><input type="checkbox"/> <b>Written Transcript</b></p> <p><input type="checkbox"/></p> <p>Translated (specify language) <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span></p>
<p><b>10 (a).</b></p>	<p><b>Form of Access:</b></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Hard copy</b> <b>Electronic copy</b> <b>Braille</b></p>
<p><b>11.</b></p>	<p><b>Contact Details:</b></p>	<p><input type="checkbox"/> Email Address _____</p> <p><input type="checkbox"/> Postal Address _____</p> <p><input type="checkbox"/> Tel: _____</p>
<p><b>12.</b></p>	<p><b>Applicant's signature/thumbprint:</b></p>	
<p><b>13.</b></p>	<p><b>Signature of Witness (where applicable)</b></p> <p><b>“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.”</b></p>	

**7. Appendix B: Contact Details of LAND COMMISSION's Information Unit**

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**Name of Information/Designated Officer:**

AUGUSTINE BOAKYE

**Telephone/Mobile number of information Unit:**

0302423760 / 0302760550

**Postal Address of the institution:**

P.O.BOX CT 5008, CANTONMENTS-ACCRA

## 8. Appendix C: Acronyms

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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
RTI	Right to Information
MDA	Ministries, Departments and Agencies
s.	Section
MMDAs	Metropolitan, Municipal and District Assemblies
LC	Lands Commission

## 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	Right to Information
Access to information	Right to obtain information from public institutions
Contact details	Information by which an applicant and an information officer may be contacted
Court	A court of competent jurisdiction
Designated officer	An officer designated for the purposes of the Act who perform similar role as the information officer
Exempt information	Information which falls within any of the exemptions specified in sections 5 to 16 of the Act
Function	Powers and duties
Government	Any authority by which the executive authority of the Republic of Ghana is duly exercised
Information	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.
Information officer	The information officer of a public institution or the officer designated to whom an application is made
Public	Used throughout this document to refer to a person who requires and/or has acquired access to information.
Public institution	Includes a private institution or organization that receives public resources or provides a public function
Right to information	The right assigned to access information
Section	Different parts of the RTI Act

