

Dublin City Council

Comhairle Cathrach Bhaile Átha Cliath

Freedom of Information Act

Section 15 reference Book | Fourth Edition

Guide to the functions, structure and records of Dublin City Council



Section 15 reference manual

First Edition	2000
Second Edition	2005
Third Edition	2007
Fourth Edition	2011

IMPORTANT NOTICE

Every effort was made to ensure that the information contained in this document was current at the time of publication. However details can change. Customers are therefore advised to refer to individual departments in relation to particular issues.

The information contained in this Section 15 Reference Manual is included for guidance purposes only and does not purport to be a legal interpretation of any legislation mentioned.

Published by Dublin City Council 2011



Contents	Page
Introduction	4
Overview of Dublin City Council	5
Freedom of Information	9
City Manager	16
City Manager's Department	23
Corporate Services Department	26
Environment and Engineering Department	28
Dublin Fire Brigade	37
Culture, Recreation and Amenity Department	42
Finance Department	55
Housing and Residential Services	61
Human Resources Department	76
Information Systems Department	78
Law Department	79
Planning & Economic Development Department	81
Roads and Traffic Department	90
Area Management	98
Central Area	98
North Central Area	101
North West Area	104
South Central Area	113
South East Area	116
Glossary of terms and acronyms	122
Classes of records held by Dublin City Council	123



INTRODUCTION

This Reference Book has been prepared in accordance with the publication requirements set out in Section 15 of the Freedom of Information Act, 1997. It is intended as a practical guide to the services of Dublin City Council, to assist you in identifying and getting access to the records that we hold. It is not a definitive description of all our services and should you require further details please contact the relevant department or section.

Contacting us by telephone

The main telephone number is 222 2222. Direct dialing is available to all extensions if you wish to contact a particular staff member or section.

Contacting us by e-mail

Most of the staff of Dublin City Council can be contacted by e-mail:
The format of our staff email addresses is firstname.lastname@dublincity.ie

Contacting us in person

You can enquire about our services at the Customer Services Centre in Civic Offices. Opening hours 09.00 to 17.00 Monday to Friday.

Telephone: 222 2222

E-mail: customerservices@dublincity.ie

Web: www.dublincity.ie

Mission Statement

Our Mission is:

To foster a vibrant, attractive, safe environmentally sustainable capital city with a strong human focus.

To advance and promote the physical, social, cultural and economic environment of the city, through effective civic leadership and through the active democratic participation of our citizens.



OVERVIEW OF DUBLIN CITY COUNCIL

Dublin is one of Europe's oldest capital cities, with a history reaching back more than 1,000 years. Dublin City Council is the biggest local authority in the country. It is both a representational body for the people of Dublin City and a provider of essential services to its citizens. Dublin City Council has a staff of over 6,300 people. It provides services for a [population](#) of more than 500,000 people spread over an area of 115 square kilometres.

Representational Role

The representational role is performed directly by the elected members of Dublin City Council. The city council has 52 elected members from 13 electoral areas. The system of election is based on [proportional representation](#).

The functions performed by the elected representatives are called "reserved functions" and these lay down the framework of policy within which the City Manager operates.

Reserved functions include

- Adoption of the annual budget
- Making or varying the [Development Plan](#)
- Adoption of a [scheme of letting priorities](#) for local authority housing
- Making, amending and revoking bye-laws
- Approval for borrowing

Dublin City Council makes its decision by resolutions at its meetings.

The members of Dublin City Council discharge a number of their duties through participation in Area Committees and Strategic Policy Committees (SPCs). In Dublin City Council there are 5 Area Committees and 5 Strategic Policy Committees.

Area Committee	Strategic Policy Committee
North Central Area	Arts, Culture, Leisure & Youth Affairs
South Central Area	Environment & Engineering
South East Area	Transport & Traffic
North West Area	Housing, Social & Community Affairs
Central Area	Economic Development Planning & European

Each SPC usually consists of elected members, and representatives drawn from business and community groups. An Assistant City Manager and the staff in his Department(s) support the work of each SPC.

The purpose of each SPC is to prepare and debate policy alternatives for specific operational areas prior to their presentation at Corporate Policy Group meetings.

The Chairperson of each of the SPCs along with the Lord Mayor and the city manager form the Corporate Policy Group (CPG). The role of the CPG is to debate and agree on policy positions submitted by each of the SPCs before deciding whether to submit them to the full Council meeting for endorsement.



A number of other separate Committees also exist within Dublin City Council full details of the work of these other Committees can be found on the council's website www.dublincity.ie

Operational Role

The City Manager and his staff perform the operational role of Dublin City Council. They are responsible for the day-to-day administration of the city council and the overall provision of services to the public in Dublin city. The functions carried out by the City Manager are called 'executive functions'. These functions include,

- The granting or refusal of planning permission.
- The letting of homes.
- The management of staff.

The City Manager conveys his decisions by means of a written Managers Order. The Manager when making decisions must act in a way that is consistent with the policy framework that has been established by the elected members and have regard to their wishes.

In order to carry out its operations Dublin City Council divides its work into the 8 different programme areas that are common to all local authorities,

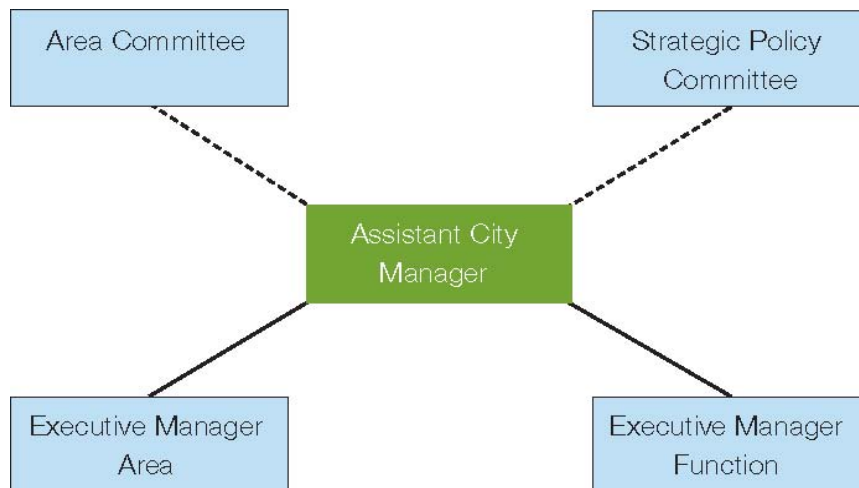
1. Housing & Building
2. Roads, Transportation & Safety
3. Water Supply and Sewerage
4. Development Incentives and Controls
5. Environmental Protection
6. Recreation and Amenity
7. Education, Health & Welfare
8. Miscellaneous Services/Corporate Affairs

Five Assistant City Managers oversee the provision of services across these 8 operational areas. Each of the Assistant City Managers manages the operations of one or more departments (see diagram on next page)

DUBLIN CITY COUNCIL ORGANISATIONAL STRUCTURE



Each Assistant City Manager is responsible for a Strategic Policy Committee, an Area and Area Committee and one or more functional departments.



Freedom of Information Acts – General Outline

The Freedom of information legislation was enacted on April 21, 1997. The Act was initially applied to Government Departments and certain Government bodies on April 21, 1998. It was applied to local authorities and health boards on October 21, 1998. Since then the Act has encompassed many more public bodies.

The Freedom of Information (FOI) Act established three new statutory rights:

- A legal right for each person to access information held by public bodies
- A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading
- A legal right to obtain reasons for decisions affecting oneself

The Act asserts the right of members of the public to obtain access to official information to the greatest extent possible, consistent with the public interest and the right to privacy of individual.;

- All local authority records created since October 21, 1998 which are not routinely available through other sources
- Such records created before October 21, 1998 of a non-personal nature as may be required to understand records created after the commencement of the 1997 Act
- Personal records regardless of when created
- In the case of local authority staff members personnel records created since October 21, 1998

The Freedom of Information (Amendment) Act 2003 came into effect on April 11, 2003. This Act introduced a number of important amendments to the 1997 Act notably in relation to Section 19 (General Records), Section 20 (Deliberations of Public Bodies), Section 24 (Security, Defence and International Relations) and Section 47 (Fees).



Freedom of Information Acts – Policy on Confidentiality

Statement of policy with regard to confidentiality and Freedom of Information

Dublin City Council undertakes to treat as confidential any information provided to it in confidence by individuals or others, subject to its obligations under law, including the Freedom of Information Acts 1997 and 2003. If, for whatever reason, you wish that information provided to Dublin City Council should not be disclosed because of its sensitive or confidential nature, then you must, when supplying the information, make clear this wish and specify the reasons for the information's sensitivity or the grounds under which it is considered to be confidential. Dublin City Council will consult with you before making a decision on granting a Freedom of Information request received involving information identified when originally supplied as either sensitive or confidential.

Information routinely available from Dublin City Council outside of Freedom of Information

Dublin City Council currently makes information routinely available to the public about its functions, activities and schemes. Dublin City Council makes freely available a number of its publications as well as numerous policies and procedures put into practise across the local government sector on our website www.dublincity.ie This information will continue to be available informally without the need to use the Freedom of Information Acts.



How to Request Information from Dublin City Council using Freedom of Information

Requests must be made in writing and sent by post, email or fax. All requests should be addressed to;

Freedom of Information Unit
Corporate Services Department
Dublin City Council
3 Palace Street
Dublin 2

Telephone: 222 5088
Fax: 222 3921
Email: foi@dublincity.ie

Requests must specify that the access to records is being sought under the Freedom of Information Act.

You must identify in so far as is possible the records that are the subject of the request. Requests should contain sufficient information to enable Dublin City Council identify the records in question. This minimises the possibility of delays.

Requests must specify the format in which access to records is sought, for example, photocopy of records, viewing of file, computer discs etc.

Your application must be accompanied by the appropriate fee.

Freedom of Information - fees

Type of Request / Appeal	Original Request	Internal Review	Appeal to OIC
Access to personal information relating to the applicant	No Fee	No Fee	No Fee
Amendment to records (Section 17 of FOI Act)	No Fee	No Fee	No Fee
Statement of reasons (Section 18 of FOI Act)	No Fee	No Fee	No Fee
Appeal of decision to charge a fee	No Fee	No Fee	No Fee
Request to which Section 28(6) of the Act applies	No Fee	No Fee	No Fee
Access to a non-personal record by a non-medical card holder	€15	€75	€150
Request for a non-personal record by medical card holder or dependant of medical card holder	€10	€25	€50
Third parties appealing a decision of a public body to release their information on public interest grounds	-	-	€50

Other charges

Charges may be applied for the time spent finding records and for any photocopying costs incurred by in providing the material requested. It is very unlikely that any fees will be charged in respect of personal records, except where a large number of records is involved. Section 47 of the FoI Act provides for fees. Fees for search, retrieval and coping of records are currently set as follows in accordance with Statutory Instruments Nos 139 and 522 of 1998:

€20.95 per hour of search retrieval
€0.04 per sheet for a photocopy
€0.51 for a 3 and half inch computer diskette
€10.16 for a CD-ROM

When sending in a postal order, money order or making payment by cheques all fees should be made payable to Dublin City Council.

Reductions and Waivers

A fee in respect of search and retrieval and copying of records will be waived where the cost of collecting and accounting for the fee would exceed the amount of the fee itself (a guideline of less than €10 is used in this respect);

A fee in respect of search and retrieval and copying of records or a deposit may be reduced or waived where the information in the record would be of particular assistance to the understanding of an issue of national importance.

Appeals

The Freedom of Information Act provides for a comprehensive appeals system against initial decisions taken on requests made within the Act. The majority of all appeals must, initially, be made to a higher authority within the Board, within four weeks of the initial decision. If the requester is dissatisfied with the decision of the appeal he/she may then proceed to appeal that decision to the Information Commissioner. The following is a list of appeals subject to internal review: -

1. Decisions to refuse all or part of a request.
2. Decisions to defer access to records prepared solely for the Oireachtas.
3. Decisions to grant access in a form other than that requested.
4. Decisions to delete certain exempt material from a record.
5. Decisions refusing the correction of personal information, which the requester believes is incomplete, incorrect or misleading.
6. Decisions relating to the right of a person to obtain reasons for acts of public bodies affecting him/her.
7. Decisions relating to the charging of a fee or deposit.

If you do not receive a reply within 4 weeks of your initial application this is deemed to be a refusal of your request and allows you to proceed to internal review.

Requests for internal review should be submitted in writing to:

Freedom of Information Officer
Corporate Services Department
Dublin City Council
3 Palace Street
Dublin 2

Dublin City Council is obliged to complete the review of the initial decision within 3 weeks of receipt of the Appeal request. The failure of the council to complete the internal review within this time period is deemed a refusal under the Act and the requester may then proceed to appeal the initial decision to the Information Commissioner.

Certain decisions of Dublin City Council may be appealed directly to the Information Commissioner without the necessity for an internal review of the original decision. The exceptions to the internal review process are very limited and constitute the following: -

1. Initial decisions made by the City Manager, in person. Where the Head of the public body makes decisions in person there is no mechanism for an internal review of that decision.
2. A decision to defer access to records for a specific period.

3. A decision by the Dublin City Council to extend the period of time to process a request.
4. Decisions by Dublin City Council, made in the public interest, to make available access to certain records that would otherwise be subject to the exempt provisions of the Act.

Where Dublin City Council makes a decision to refuse access to records or to impose a fee the notification issued will contain details of the appeals procedure that the requester must follow if he/she is dissatisfied with the decision reached.

If you have not received a reply from us to your application for internal review within 3 weeks this is deemed to be a refusal and you may appeal the matter to the Commissioner.

Request for Independent review should be made in writing directly to the Information Commissioner at the following address,

Office of the Information Commissioner,
18 Lower Leeson Street,
Dublin 2

Tel; 01 6395689
Fax: 01 639 5674
E-mail: info@oic.ie

City Manager

The City Manager and his staff perform the operational role of Dublin City Council. They are responsible for the day-to-day administration of Dublin City Council. The functions carried out by the City Manager are called executive functions. These functions include:

- The letting of dwellings
- The granting or refusal of planning permissions
- The appointment/management of staff
- A decision on an application under any enactment for the grant of a permission, approval, permit, consent, certificate, licence or other form of statutory authorisation

Any function of a Local Authority that is not specified in law as a reserved function i.e exercisable by the Elected Council, is deemed to be an executive function.

The Manager acts formally by way of written orders, signed and dated. The City Manager in making decisions, must act in a way that is consistent with the policy that has been established by the elected members and have regard to their wishes.

Services are provided by Dublin City Council under eight *Programme Groups* which are standard to all local authorities:

1. Housing & Building

Implementation of the Plan for Social/Affordable Housing; Assessment of Housing needs; Provision of Housing to meet those needs either directly or through social/affordable housing initiatives; Collecting rents; Housing Management and Maintenance services; Assistance e.g. loans to people housing themselves or improving their houses; Enforcing Housing standards. Rental Accommodation Scheme and Accommodation of Travellers and Homeless Persons.

2. Road Transportation & Safety

Construction, upkeep and maintenance of roads; provision of public lighting and traffic management.

3. Water Supply & Sewerage

Operation and Maintenance of Public Water Supply and Sewerage Schemes; the Provision of services to households, commercial and industrial users.

4. Development Incentives & Controls

Preparation and making of Development Plans; Deciding on planning applications; Enforcement Action; Urban Renewal; Building Control; Management of Dublin City Council's commercial property and the promotion of economic development within the city.

5. Environmental Protection

Preparation of Air and Water Quality and Waste Management Plans; Monitoring and Enforcement of Pollution Controls; Deciding on Licensing Applications; Collection and Disposal of Waste and Refuse; Operation and Maintenance of Burial Grounds; Civil Defence; Dangerous Buildings; Water Safety; Fire Fighting and Fire Prevention; Street Cleaning and Litter Control.

6. Recreation & Amenity

Operation and maintenance of a range of amenities such as Libraries, Art Gallery, Museum, Parks, Open Spaces, Playing Pitches, Community Centres, Pitch & Putt and Golf Courses.

7. Education, Health & Welfare

Payment of Higher Education Grants; Contributions to City of Dublin Vocational Education Committee. School Meals.

8. Miscellaneous Services

Preparation of lists of Voters and Jurors; Rate Collection; Elections; Operation of Markets and Casual Trading, Malicious Injury Claims; Parks, Control of horses & dogs, Operation of Morgue and General Administration.

Funding

The expenditure of Dublin City Council on provision of services can be classified under two headings: -

1. Revenue (or Current) Expenditure

Day to day provision of services e.g. housing maintenance, roads maintenance etc.

The main sources of funding for this expenditure are: -

- commercial rates
- goods and services (e.g. housing rents, housing loans, repayments, fees and charges for services etc.)
- government grants and subsidies

2. Capital Expenditure

Expenditure on assets e.g. Major Capital Projects such as Ballymun Regeneration, Dublin Port Tunnel, Macken Street bridge, O'Connell Street Rejuvenation, House Building, Regeneration of Existing Schemes, Roads, Water and Sewerage infrastructural schemes etc.

The main sources of funding for this expenditure are: -

- borrowing.
- capital grants from central government
- other capital receipts (e.g. sale of lands, Development Levy Schemes etc.)

How the operations of Dublin City Council are regulated

The operations of local authorities are regulated by: -

- National legislation.
- Adopted policies of Dublin City Council
- Court decisions
- EU Directives
- Local legislation i.e. bye-laws.

In addition, Dublin City Council uses a range of rules, procedures and guidelines in making its decisions, determinations and recommendations under the many schemes operated by it. A full list of these items has been published in a separate rules manual produced in accordance with Section 16 of The Freedom of Information Act, 1997.



The Accounts of Dublin City Council are subject to audit by the Local Government Auditor, who is employed by the Department of Environment, Heritage & Local Government.

Local Authorities are subject to investigation by the Ombudsman.

The Elected Members of Dublin City Council

The City Council consists of 52 Members. The 52 Councillors are elected from 11 Local Electoral Areas namely: Artane/Whitehall, Ballyfermot/Drimnagh, Ballymun/Finglas, Cabra/Glasnevin, Clontarf, Crumlin/Kimmage, Donaghmede, North Inner City, Pembroke/Rathmines, South Inner City and South West Inner City. Local Elections were last held in June, 2009 and must be held at least every five years. Casual vacancies on the Council are filled by co-option. The Lord Mayor is elected by his/her fellow Councillors at the annual meeting of the City Council. The Lord Mayor's term of office is for a one-year period. He/she may be re-elected but generally in recent times, this tends not to happen.

The Council carries out its functions and duties by resolution at meetings of the authority. It is statutorily obliged to hold an annual meeting each year in the month of May or June at which the Lord Mayor and Deputy Lord Mayor are elected. In addition, it is required to hold a Budget Meeting during the period prescribed by the Minister for the Environment, Heritage and Local Government and such other ordinary meetings as are necessary for the transaction of its business. The City Council has decided to hold such meetings on the first Monday of each month (the second Monday in the event of the first Monday being a Public Holiday) with the exception of the month of August (when meetings of the City Council are not held). The Council also decided in June 2009 that the Annual meeting would be held, for the years 2010-2014 inclusive, on the last Monday in June.

Committees

The members of Dublin City Council discharge their duties by means of Area Committees and Strategic Policy Committees (SPCs), which have been given legal recognition under the Local Government Act, 2001.

Area Committees (5) :-

- South East Area Committee (Consists of 10 Members of the City Council)
- South Central Area Committee (Consists of 11 Members of the City Council)
- Central Area Committee (Consists of 10 Members of the City Council)
- North West Area Committee (Consists of 7 Members of the City Council)
- North Central Area Committee (Consists of 14 Members of the City Council)

Strategic Policy Committees (6) :-

- Economic Development, Planning and International Affairs SPC
- Environment and Engineering SPC
- Transportation and Traffic SPC
- Housing, Social and Community Affairs SPC
- Arts, Culture, Leisure and Youth Affairs SPC
- Financial Development and General SPC

Each Strategic Policy Committee consists of 15 Members, with the exception of the Housing, Social and Community Affairs SPC, which has 18 members. Two-thirds of the membership is drawn from the City Council and the remaining one-third from various sectoral groups.

The **Corporate Policy Group** consists of the Lord Mayor and the Chairpersons of the Strategic Policy Committees. This group co-ordinates the work of the SPCs and provides a forum for the discussion and agreement of policy positions affecting the city for submission to the full City Council.

Joint Policing Committees – Dublin City Council has a Joint Policing Committee and 5 sub-committees. The purpose of these committees is to provide a forum where a local authority and the senior Garda officers responsible for the policing of that area, with the participation of Oireachtas members and community interests, can consult, discuss and make recommendations on matters affecting the policing of the area. The committees are co-operative in nature and operate with the minimum of formality.

Other Committees: -

- Protocol Committee
- Dublin City Council Audit Committee

Admittance of members of the public to meetings of the Council

Members of the public/media are entitled to attend meetings of Dublin City Council. Attendance to the meetings is regulated by allocating authorisation passes to elected members upon request - subject to a maximum of two authorisations per member per meeting. Members of the public can then request authorisation from an elected member to attend their desired meeting. This is necessary to regulate attendance as there is limited seating capacity in the Council Chamber.

LIST OF DAYS AND TIMES FIXED FOR MEETINGS OF DUBLIN CITY COUNCIL AND COMMITTEES

Meeting:	Standard Schedule:	Time:	Contact:
City Council	1st Monday or the 2nd Monday (if the first Monday is a Bank Holiday)	6.45pm	222 3762 222 2810
Area Committee 1 (South East)	2nd Monday	3.30pm or 3.00pm if on Same day as Council Meeting	222 5127
Area Committee 2 (South Central)	3rd Wednesday	3.00pm	222 2395
Area Committee 3 (Central)	2nd Tuesday	3.30pm	222 3086 222 3087
Area Committee 4 (North West)	3rd Friday	2.30pm	222 5728
Area Committee 5 (North Central)	3rd Monday	3.30pm	816 6711
Protocol Committee	Thursday before the City Council Meeting (see above)	8.00am	222 2105

Notes:

1. No meetings are held on Bank Holidays
2. In special circumstances the dates or times of particular meetings may be changed on direction of the chairperson.

Committees and Boards on which Dublin City Council is represented

- AMAI (Association of Municipal Authorities of Ireland)
- Association of County and City Councils
- Board of Ballymun Regeneration Limited
- Board of Dublin City Gallery, The Hugh Lane
- Board of Dublin Regional Tourism Authority Limited
- Board of East Link Limited (*formerly Ringsend Bridge Limited*)
- Board of Our Lady's Hospital for Sick Children
- Board of the National Maternity Hospital, Holles Street
- Board of the Rotunda Hospital
- Board of the Royal Hospital, Donnybrook
- Board of the Royal Irish Academy of Music
- Board of the Royal Victoria Eye and Ear Hospital
- Canal Communities Local Drugs Task Force
- CDVEC (City of Dublin Vocational Education Committee)
- City Development Board
- City of Dublin Skin and Cancer Hospital, Hume Street
- Comhairle Na Mire Gaile (Dept. of Justice, Equality and Law Reform)
- Commissioners of Irish Lights
- Dominick Street Regeneration Board
- Dublin North East Regional Health Forum
- Dublin City Centre BID Company
- Dublin City Enterprise Board
- Dublin City University
- Dublin Docklands Development Authority
- Dublin 12 Drugs Task Force
- Dublin Mid-Leinster Regional Health Forum
- Dublin Regional Authority
- Dublin Regional Authority EU Operational Committee
- Eastern River Basin District Advisory Council
- Economic Development Subgroup (CDB)
- Environmental Subgroup (CDB)
- Grangegorman Development Agency
- Grangegorman Development Consultative Group
- Haverty Trust
- Irish Public Bodies Mutual Insurance Limited
- LAMA (Local Authorities Members Association)
- Local Travellers Accommodation Consultative Committee
- North Dublin Development Coalition
- North Inner City Community Policing Forum
- North Inner City Drugs Task Force
- O'Devaney Gardens Regeneration Board
- Social Inclusion Measures Group
- South Inner City Local Drugs Task Force
- Southern and Eastern Regional Assemblies
- Strategic Policy Group of the Dublin Employment Pact, c/o DRA
- St. Michael Estate Regeneration Board
- Temple Bar Cultural Trust

Partnership and Monitoring Committees

- Ballyfermot Partnership
- Ballymun Partnership
- Canal Communities Partnership
- Croke Park Community Liaison Committee

- Drimnagh Integrated Area Plan Monitoring Committee
- Dublin Inner City Partnership
- Liberties/Coombe Integrated Area Monitoring Committee
- Northside Partnership
- Pembroke/Rathmines Community Partnership
- Plan Monitoring Committee for Local Area Plans
- Tolka Area Partnership (formerly known as Finglas/Cabra Partnership)

City Manager's Department

Block 4, Floor 4, Civic Offices. Tel: 222 2100, Fax: 222 2097

The City Manager has overall responsibility for all functions of Dublin City Council including implementation of decisions of the City Council. Administrative assistance to the City Manager and Council is provided by the secretariat.

City Manager Tel : 222 2100 / 2802
Executive Manager Tel : 222 2104 / 2105
Administrative Officer Tel : 222 2810
Secretary to City Manager Tel : 222 2100/2802

City Hall

Dame Street, Dublin 2.
Tel: 222 2800, Fax: 222 2620

City Hall, which was originally the Royal Exchange, was built between 1769 and 1779. City Council meetings are held in the Council Chamber on the first Monday of each month.

Franchise Section

Ormond Building, 31–36 Ormond Quay Upp, Dublin 7. Tel: 222 5010, Fax: 222 5997

This section is responsible for the production of the *register of electors*. Dublin City Council is obliged to compile and publish the Register of Electors for its administrative area each year. House to house enquiries are carried out each year following which a draft register of electors is published on the 1st November. The draft can be examined at Post Offices, Libraries, Garda Stations, Health Clinics and Local Authority Offices. Registration forms (RFA) are available at these offices. A claim to have a name put on the register or to make a correction may be made up to the 25th November. The list of claims is published on the 30th November and appeals can be made to the County Registrar at Arás Uí Dhálaigh, Inns Quay, Dublin 7.

The Register is published on the 1st February and comes into force for one year, effective from 15th February.

To be eligible for registration an elector must be:-

- a. 18 years or over on the date on which the register comes into force (15th February),

and
- b. Ordinarily residing in the State on the 1st September immediately preceding the date on which the register comes into force.

A person may be registered as a Presidential Elector, Dáil Elector, Local Government Elector or European Elector depending on their Citizenship:-

- (i) Irish citizens may vote at every election and referendum;
- (ii) British citizens may vote at Dáil, European and local elections;
- (iii) Other EU citizens may vote at European and local elections;
- (iv) Non-EU citizens may vote at local elections only.

A person may not be registered in respect of more than one address.

Every Presidential Elector, under the age of 70 years, shall be qualified and liable to serve as a juror, unless he/she is, for the time being, ineligible or disqualified.

An elector residing in a hospital, in a home or similar institution may apply for entry on the special voters list if: -

- (a) He/she is unable to go in person to vote at his/her polling station due to physical illness or physical disability, and
- (b) The illness or disability is likely to continue for the duration of the Register (twelve months from 15th February).

Applications on Form SV1 must be made each year by the 25th November to be included on the special voters list effective from the 15th February of the following year. A medical certificate, completed by the applicant's doctor, is required in the case of a first time application.

A Postal Voters list is compiled each year of persons with a physical illness or physical disability who wish to vote from home if: -

- (a) He/she is unable to go in person to vote at his/her polling station due to physical illness or physical disability, and
- (b) The illness or disability is likely to continue for the duration of the Register (twelve months from 15th February).

Applications on Form PV1 must be made each year by the 25th November to be included on the postal voters list effective from the 15th February of the following year. A medical certificate, completed by the applicant's doctor, is required in the case of a first time application.

A Postal Voters list is also compiled each year of eligible electors of: -

- (i) Persons unable to vote at their polling stations due to their occupation, service or employment, and
- (ii) Persons participating on a full-time basis on an educational course of study at an educational institution in the State, and who are likely to be unable to go in person on polling day to vote at his/her polling station.

Applications on Form PV2 must be made each year by the 25th November to be included on the postal voters list effective from the 15th February of the following year.

Supplement: Eligible electors not included in the published Register of Electors, Postal Voters Lists and Special Voters List may apply for inclusion in a supplement to the register and/or lists which are prepared in advance of each election/referendum. Members of the Defence Forces and Diplomatic Corps are not eligible for inclusion in the supplement.

Application forms for inclusion on the Supplements, Postal Voters Lists and Special Voters List are available at the same locations as the register.

Administrative Officer Tel: 222 5046

Freedom of the City of Dublin

The City Council may confer the freedom of the city under the Local Government Act, 2001. The honorary freedom of the city is the highest award in the city's gift and is conferred very rarely. The freedom is purely honorary with no financial or other benefits accruing to the recipients. Prior to the Local Government Act, 2001, Dublin Corporation (as it was then called) could bestow that honour under the provisions of the Municipal Privileges (Ireland) Act, 1876 and later under the Local Government Act, 1991.

The Lord Mayor and The Mansion House

The Lord Mayor, is the first citizen of Dublin and is elected at the Annual meeting each year by the City Council from amongst its members. The term of office is one year. The Mansion House is the official residence of the Lord Mayor.

Administrator and Secretary to the Lord Mayor.

Tel: 222 6203/6215, Fax: 679 6573

CLASSES OF RECORDS HELD IN THIS DEPARTMENT

- ❖ General Correspondence
- ❖ Agendae/Minutes of City Council meetings
- ❖ Council Reports
- ❖ Ethics Returns
- ❖ Donation Statements
- ❖ Councillors expenses and record of attendance
- ❖ Payments to Councillors
- ❖ Staff Records

Corporate Services Department

3 Palace Street, Dublin 2 Tel: 222 5150, Fax: 222 3921
Assistant City Manager Tel: 222 5099
Executive Manager Tel: 222 2104
Senior Executive Officers Tel: 222 2946/5092/6159

The Corporate Services Department is responsible for working with and co-ordinating Department Heads on issues affecting corporate policy or strategy including development of departmental business plans and an overall Corporate Plan. The department also has responsibility for the following functions:

Administration

3 Palace Street, Dublin 2. Tel: 222 5087, Fax: 222 3921

This unit is responsible for general administration and also deals with business travel undertaken by staff and elected representatives, together with the financial management of the Department.

Administrative Officer Tel: 222 5087

Aonad Forbartha Gaeilge

Tel: 222 3973, Fax: 222 3921 Email: gaeilge@dublincity.ie

This unit is responsible for the promotion and development of the Irish language in Dublin City Council

Irish Officer Tel: 222 3973/3964

Communications

Tel: 222 2266, Fax: 222 3921 Email: comms@dublincity.ie

The Communications Unit has responsibility for the internal communications of Dublin City Council. The Unit facilitates the Teamtalk process and the publication of First Post, the Yearbook and Diary, the Annual Report and Classmate. The Unit is also responsible for monitoring the use of the Corporate Identity.

Communications Manager Tel: 222 5089

Press Office

Block 3, Floor 3, Civic Offices, Wood Quay, Dublin 8 Tel: 222 2170, Fax: 679 2226 Email: info@dublincity.ie

The Press Office forms part of the communications function and is responsible for liaising with the media, advertising and the co-ordination of media events.

Press Officer Tel: 222 2106

Facilities Management

Block 3, Floor 1, Civic Offices Tel: 222 2160, Fax: 222 5060

Facilities Management Section is responsible for the management of the Civic Offices and other Civic Buildings. Responsibilities include access control, security,



cleaning, messenger and porter services and the organisation of events in the Civic Offices Atrium.

Facilities Manager Tel: 222 3734 Administrative Officer Tel: 222 2494

Customer Services

BLOCK 3, FLOOR 0, Civic Offices, Wood Quay, Dublin 8, Telephone 222 2222, Fax 2225807/2228200, email: customerservices@dublincity.ie

The Customer Services Centre was set up in August 2004. It aims to provide a single point of contact for customers of Dublin City Council. There are two locations, a Call Centre in Smithfield and an One Stop Shop in the Civic Offices. The Call Centre answers approximately 10,000 calls weekly. Our aim is to resolve 75% of all calls at first point of contact. The services in the Civic Offices include the main cash office for the council, issuing residential parking permits and managing the main reception desks.

Freedom of Information

3 Palace Street, Dublin 2. Tel: 222 5076, Fax: 222 3921 Email: foi@dublincity.ie

This section is responsible for the operation of the Freedom of Information Acts 1997 & 2003 in Dublin City Council. It provides an advisory/consultancy role to the decision makers in each Department and is the first contact point for members of the public who wish to submit requests under the Freedom of Information Acts. This section is also responsible for requests under the Data Protection Acts 1988 & 2003, and the Access to Information on the Environment Regulations 2007.

Freedom of Information Officer Tel: 222 5088

Customer Services Project Office and Web Management Unit.

Tel: 222 5047, Fax: 222 3921

The Customer Services Project Office is responsible for the introduction of services to the Customer Services Centre with the prior agreement of the relevant department. Business processes are examined and changed where required to ensure that the service to the customer is provided in the most efficient and customer friendly manner. It is also responsible for the management and development of the Dublin City Council Website.

The Web Unit is responsible for the development and maintenance of Dublin City Council's website www.dublincity.ie. The website contains comprehensive information on all the organisation's services, including details of City Councillors, information on major projects, press releases, job advertisements, tenders, events, images captured by traffic cameras, dates of City Council meetings and much more.

Senior Executive Officer Tel: 222 6159

Classes of records held by Corporate Services Department

- General Correspondence
- Business travel records
- Manager and Executive Managers Orders
- Freedom of Information requests
- Data Protection access requests
- Customer complaints
- Staff Records

Environment and Engineering Department

Civic Offices, Dublin 8. Tel: 01-222 0200, Fax: 01-222 2323

Assistant City Manager	222 2024
City Engineer	222 2033
Executive Manager (Administration/Waste Projects)	222 2392
Executive Manager (Engineering) (Regional Co-ordination/ Projects/Strategic Planning)	222 2020
Executive Manager (Engineering) (Water Services)	222 4268
Executive Manager (Engineering) (Drainage Services)	222 2069
Executive Manager (Engineering) (Waste Management Services)	222 4505
Senior Executive Officer (Administration/Waste Projects)	222 3838

The Environment and Engineering Department is responsible for the provision of a wide range of essential services in the City. It operates through the following Sections/Divisions:

- Administration Section
- Atmospheric Pollution and Noise Control Unit
- Central Laboratory
- Design & Development Division
- Design Division (Water and Drainage)
- Drainage/Wastewater Services Division
- Fleet Management Services
- Project Support Office (PSO) (This Division also provides services for other Departments)
- Revenue Unit
- Strategic Planning and Project Management Divisions
- Survey and Mapping Division
- Waste Management Services Division
- Water Services Division

The Department is also implementing the following projects:

- Ballymore Eustace Water Treatment Plant Stage 3
- DEHLG Capital Investment Programme €500 Million (Design & Construction)
- Dublin Bay Project
- Dublin Region Water Main Rehabilitation Project
- Dublin New Water Sources Development
- North Fringe Water Supply Project
- Greater Dublin Region Water Conservation Project
- Dublin Waste to Energy Project
- Greater Dublin Strategic Drainage Study
- Greater Dublin Region Major Water Source Development
- Greater Dublin Region Flood Prevention Project
- ERBD – Eastern River Basin District Project
- Dublin Region Materials Recovery Facility

Administration Section

Block 1, Floor 6, Civic Offices, Dublin 8

Finance Manager Tel: 222 5024

Administrative Officer Tel: 222 2022

Administrative Officer Tel: 222 6701

The Administration Section provides a range of administrative and financial functions to ensure that the operational activities of the Department are effectively managed and supported.

It also provides a support service for elected members, including the co-ordination of reports in respect of meetings of the City Council, the Environment and Engineering Strategic Policy Committee and the Area Committees.

Water Services Division

Marrowbone Lane, Dublin 8. Tel: 222 0600 Fax: 453 4849

Divisional Engineer	222 4319/4320
Senior Executive Engineer (Production)	045-864280
Senior Executive Engineer (Network Management)	222 4816
Senior Executive Engineer (Maintenance)	222 4305
Senior Executive Engineer (Asset Management)	222 4252
Senior Executive Engineer (Mainlaying)	222 4812
Senior Executive Engineer (IT Support Services)	222 4301
Senior Executive Engineer (Ex-Mun, Reservoirs & City Production)	289 4305

Water Services Division collects, treats and distributes 367 million litres of the Dublin Region's drinking water daily. The Region's average daily demand for drinking water for 2009 was 540 million litres to supply the domestic and non-domestic needs of its population of 1.6 million. Fingal County Council is the Region's other main supplier.

Water is collected in the Wicklow and Dublin mountains, stored in reservoirs and treated in treatment plants at Ballymore Eustace, Roundwood and Ballyboden. Dublin's drinking water is treated to the highest standard to meet the requirements of the European Communities (Drinking Water) Regulations 2000. From the treatment plants the water is distributed via an extensive network of pipes that is approximately 2,600km in length with pipe sizes varying from 100mm to 1600mm in diameter.

The division provides its maintenance services from the following locations:

- North City, Unit 4 North City Business Park [Tel:8643792](tel:8643792) Fax 8644330
- South City, Marrowbone Lane Tel: 222 4316, Fax: 453 4849
- * Extra Municipal Area, Brewery Rd. Stillorgan Tel 2893247 Fax 2834237

Drainage Services Division

Block 1, Floor 4, Civic Offices, Dublin 8 Tel: 222 0700, Fax: 222 2300

Senior Engineer Tel: 222 2068

The Drainage Division is responsible for the collection, treatment and disposal of up to 2 million cubic metres of wastewater and storm-water per day. The principal activities of the Drainage Division are as follows:

Maintenance Section

Senior Executive Engineer Tel: 222 2413

This unit:

- maintains 2,500 km of sewer network
- operates the Road Gully Cleaning Programme

These services are provided from the following locations

- North City Depot, Bannow Road Tel: 222 8510, Fax: 838 5813
- South City Depot, Marrowbone Lane Tel: 222 4480, Fax: 454 7894

Water Pollution Control Section

Senior Executive Engineer Tel: 222 2930

This section is responsible for:

- Licensing the discharge of trade effluent to sewers and water courses under the Water Pollution Act. Sampling these discharges to monitor compliance with licence conditions.
- Investigation of water pollution incidents
- Implementation of Fats Oils and Grease programme
- Implementation of Eastern River Basin District project within DCC
- Management and Implementation of requirements of Environmental Protection Agency (EPA) Discharge Licence
- Implementation of Recommendation on the Minimum Criteria for Environmental Inspections (RMCEI) Protocols as Required by EPA
- Management of Permanent Flow Monitors in Sewer Network
- Management of Tanker Waste
- Billing of Customers and adjoining Local Authorities

Development & Planning Control Section

Senior Executive Engineer Tel: 222 2414

This unit examines planning applications to ensure compliance with Drainage Division requirements. Development sites are inspected and an element of forward planning is carried out.

Reconstruction Section

Senior Executive Engineer Tel: 222 2414

This unit is responsible for the reconstruction and rehabilitation of the sewer network.

Wastewater Services Division

Ringsend Wastewater Treatment Works, Pigeon House Road, Ringsend, Dublin. 4 Reception (Operated by Celtic Anglian Water) Tel: 618 5828

Divisional Engineer Tel: 618 5814, Fax: 618 5812

This division has responsibility for a 20-year operations contract for the new Wastewater Treatment Works at Ringsend. Environmental benefits of these new works include:

Wastewater Treatment for a population equivalent of 1.7 million people.

Improved water quality in Dublin Bay.

Conversion of waste sludge into agricultural fertilizer called Biofert.

Conversion of waste to energy to the value of approximately €3 million per annum.

The Division has responsibility for approximately 30 other installations on the Drainage network. These include the Main Lift Pumping Station at Ringsend, which pumps an average of 400,000 m³ of wastewater a day.

In recent years the Division has developed a number of business units, which provide a drainage related service and also generate significant income for Dublin City Council. These include a vehicle maintenance workshop, a tanker waste disposal unit, a CCTV survey unit, a unit involved in the production of corporate signs and logos and a skip disposal service.

The main staff locations are:

Ringsend Treatment Works, Tel; 2314910, Fax: 6185812

Ringsend Pumping Station and East Road Depot. Tel: 855 0175 Fax: 8556260

Waste Management Services Division

68-70 Marrowbone Lane, Dublin 8 Tel: 222 1000, Fax: 454 4830 /
222 4509

Web: www.dublincity.ie

Senior Executive Officer Waste Management Operations	222 4393
Senior Executive Officer Waste Management Regulations	222 4342
Senior Executive Officer Waste Management Recycling & Projects	222 4475
Senior Executive Officer Waste Management Commercial Waste	222 4561
Environmental Awareness Officer	222 4562
Enforcement Officer	222 4276
Supervising Inspector	222 4237

Waste Management Services Division is responsible for implementing Dublin City Council's Waste Management Plan and Litter Management Plan.

Household Waste collection

This division collects approximately 136,000 tonnes of household waste in the city each year.

90,000 tonnes of residual (Grey/Black Bin) waste is baled and disposed of at Arthurstown landfill site, near Kill, Co. Kildare. Arthurstown landfill is due to close on 21st December 2010, the disposal site used after this date will be decided by competitive tender competition in 2010.

16,000 tonnes of Brown Bin waste sent for treatment at Thorntons Recycling facility at Kilmainhamwood, Co Meath. The facility produces high grade compost that can be used as a soil conditioner in commercial agriculture, landscaping or as organic fertiliser.

30,000 tonnes of Green Bin waste is transported to the new Materials Recovery Facility located in Ballymount, Dublin 12. This facility has been built by the Dublin Local Authorities and is managed by Greyhound Recycling. At the facility, a series of conveyor belts carry the waste through a set of separation steps. Once sorted, the waste is baled and sent for recycling.

Waste is collected in Wheeled Bins, bags (for households that cannot accommodate wheeled bins) and Euro-bins (in apartment blocks). In addition to a standing charge a "pay by lift" charge method is used in respect of wheeled bins, which requires bins to be registered to individual households. A prepaid label system is in operation in relation to bags and Euro-bins.

Environmental Awareness

Household waste generated within Dublin City Council is collected, treated & disposed of through an increasingly integrated system. Facilities for householders to recycle their waste play an integral part of this service. Householders have access to a kerbside green bin for mixed dry recyclables as well as a comprehensive network of recycling centres, community bring centres & glass bottle network.

The household recycling rate for Dublin City Council for 2009 was recorded at 38%. The operating costs are mainly financed by the Local Authority with some contribution from Repak and the Department of the Environment, Heritage and Local Government.

135,000 households, including apartments have been provided with a green wheeled bin and 15,000 households with a green bag collection service for dry recyclable material. This green bin service is also provided for schools.

Dublin City Council operates 9 Community bring centres within its Administrative Area. All sites are managed by Dublin City Council with certain services

subcontracted out to third parties. During 2009, 14,414 tonnes of material was recycled through the bring centres & bottle bank network.

There are a total of 115 bottle banks locations across the City. The majority of sites consist of receptacles for glass, cans & textiles. In addition the City Council have receptacles at 3 of its busier bottle bank locations for the acceptance of plastics, tetra pak, paper & cardboard.

Two Recycling centres are also in operation, one at Shamrock Terrace, North Strand, Dublin 1 (T. 836 4716) and the other at Pigeonhouse Road, Ringsend, Dublin 4 (T. 01 6144750). A wide range of materials are accepted at both sites for recycling, including bulky household waste, DIY rubble, household priority waste and WEEE.

Home composting units & water butts are available to households.

Full information on Waste Management Services, including Recycling Facilities and Bring Centres is available on the Dublin City Council website at www.dublincity.ie or the waste information website www.dublinwaste.ie (which is a joint venture between the four Dublin Local Authorities)

Commercial Waste Collection

A commercial waste collection service is provided for business customers in the city. Separate dry recyclable and cardboard packaging collections are provided for recycling purposes. The service operates by way of a prepaid labelling system and applications for this service should be made to the Waste Management Services Division at 222 4338.

Street Cleaning

Streets are cleaned daily in the City Centre and on the main routes in the city between 6.00a.m. and 10.30p.m. Streets elsewhere are swept weekly after bin collection.

In the City centre, Wash Cars' work throughout the night washing streets and pedestrian bridges.

Litter Warden Service

Anti Litter Officer Tel: 222 4243

A Litter Warden service is provided to implement the Litter Pollution Act and raise awareness of the general problems caused by litter. The annual Dublin City Neighbourhood awards are also held each year.

Abandoned Vehicles/Graffiti Removal

Tel. 222 4254 / 222 4242

If a vehicle is *abandoned* for a period of time, Dublin City Council will request the registered owner to remove the vehicle. Failure to respond to the notice will result in the vehicle being de-polluted or removed to a waste management services compound, in accordance with section 71 of the Waste Management Act. Offensive graffiti is removed from public property along public roads.

Waste Management Regulations and Enforcement

Tel. 222 4249/312

Waste Management Division is responsible for enforcement of all regulations arising from the Waste Management Acts, including regulations dealing with Waste Collection and Facilities, Packaging, Transfrontier Shipment of Waste and the Movement of Hazardous Waste. It also carries out, in co-operation with the Gardaí, road checks to detect illegal waste transportation; it processes applications for, and issues Waste Collection Permits, Waste Facility Permits, Consignment Forms for Waste Shipments and the Movement of Hazardous Waste.

WEEE

Waste Electrical and Electronic Equipment is collected at the two Recycling Centres (Ringsend and North Strand) and at a facility in Kylemore Park West, Ballyfermot. The use of Recycling Centres is restricted to households and the Kylemore Park West Facility is for use by electrical / electronic retailers only.

Materials Recovery Facility (MRF)

Project Manager 222 3774

A new MRF has been provided on behalf of the region that will process up to 100,000 tons of Green Bin Materials each year. The MRF is located at Ballymount Industrial Estate. A Contractor has been appointed to manage the Green Bin Collection Service and the MRF on behalf of the Region.

Fleet Management Services

9 Merchants Quay, Dublin. 8 Tel. 222 7500, Fax. 222 5237

Head of Fleet Management Tel: 222 7501

Senior Mechanical Superintendent Tel: 222 7503

Executive Engineer Tel: 222 7513

Fleet Management Services is responsible for ensuring that efficient and cost effective fleet management arrangements are in place, which satisfy the operational requirements of Dublin City Council.

The unit develops policies and procedures in relation to the vehicle fleet and reports on the performance of the fleet to the management and local users.

It is also responsible for ensuring best practice procedures are adopted in relation to procurement, contract administration, maintenance, garaging, fuelling, statutory requirements and day-to-day managements of all vehicles.

Central Laboratory

Eblana House, 68-70 Marrowbone Lane, Dublin 8 Tel: 222 4300, Fax: 454 4797

Senior Scientific Officer Tel: 222 4345

Administrative Officer Tel: 222 4807

The Central Laboratory provides a range of analytical, regulatory and advisory scientific services to the four local authorities in the Dublin Region and is staffed by chemists, microbiologists, biologists and technicians.

The core function of the laboratory is the sampling and analysis of drinking water, river and bathing waters, sewages and trade effluents, in order to ensure compliance with the water quality standards set in National and European environmental legislation.

Approximately 30,000 water samples are analysed annually in the laboratory, which is located in a state of the art premises and is equipped with a wide range of sophisticated analytical instrumentation.

The laboratory has been accredited to the international standard ISO 17025 since 1997 and its scope of accreditation includes a wide range of chemical and microbiological tests. New equipment and laboratory information management systems have also been installed to enable testing to be carried out to the highest international standard and to enhance the service provided to customers.

Survey & Mapping

Block 1, Floor 5, Civic Offices, Dublin 8 Tel: 222 2018, Fax: 222 2687

Manager – Land Surveying and Mapping Tel: 222 2375

This Division:

- Provides a surveying, legal mapping and related research and advisory service to City Council Departments, Area Offices and Project Teams for civil engineering projects, regeneration projects, property acquisition and disposals, including Compulsory Purchase Orders.
- Provides surveying, legal mapping and related advisory services to consultants and external solicitors engaged by the City Council.
- Determines extent of title interests, investigates encroachments, defines boundaries, advises on boundary disputes relating to City Council property, and resolves related issues with the Land Registry.
- Checks property title for the Law, Housing and Development Departments.
- Provides computerised drawings for other City Council Departments.

Revenue Unit

PO Box 10094, Dublin. 6 Tel: 222 1000, Fax: 473 8705

Senior Executive Officer Tel: 222 4388

Administrative Officer Tel: 222 4389

This unit deals with the raising and issuing of bills for household waste charges along with the debt recovery associated with these charges.

Strategic Planning and Projects Management Divisions

Executive Manager (Engineering) Tel: 222 2020

These Teams and Divisions are responsible for the Strategic Planning of Water, Wastwater and Flood related matters and also co-ordinate Environmental Management under the EU Water Framework Directive for the Eastern Region. The Teams makes extensive use of external service providers and consultants. It also manages the Department of Environment, Heritage and Local Government Water Services Investment Programme (WSIP) - water and drainage and co-ordinates Major Emergency Management under the new National Emergency Management Framework for Engineering Services. It co-ordinates the Flood Investment provided through the Office of Public Works and manages a range of EN Intereg funding projects including SAFER and Flood Resilient Cities. It manages the capital investment projects through the full project lifecycle stage from concept definition through feasibility assessment, outline design, statutory and legal approvals, detailed design, procurement, construction to finalisation and audit. To assist in this it has a centralised Project Support Office which supports capital project delivery throughout the City Council.

Project Management Office

Block 1, Floor 4, Civic Offices, Dublin 8

Senior Engineer Tel: 222 2410

The Project Management Office co-ordinates delivery of the following Projects:

North Fringe Project (Water and Drainage)

North City Arterial Watermain incorporating Clontarf Flood Protection

Liffey Services Tunnel

North Docklands Sewerage Scheme incorporating Contract 1 Spencer Dock

Pumping Station, Contract 2 Rising Mains and Pumping Station Overflow, Contract

3 Liffey Services Installation, Contract 4 (includes Sheriff Street Sewer and Sewers picking up existing Flows from Castle Forbes Pumping Station and East Road Pumping Station)
Docklands South Campshire Flood Protection
Greater Dublin Regional Drainage Project City Centre Sewerage Scheme
River Liffey Water Quality Model
Sutton to Sandycove (S2S)
Consultants Framework Agreements

The Dublin Region Water Conservation Project

Floor 4, 68-70 Marrowbone Lane, Dublin 8

Senior Engineer Tel: 222 4441

The Dublin Region Water Conservation Project has a separate Project Team and builds on the success of the 1996-2002 Dublin Region Water Conservation Project which reduced leakage from 42.5% to 28% and confirmed that leakage below this figure would not be possible until the ancient Victorian Watermains were replaced. This replacement programme began in 2006 and to date 51 kilometers of main have been replaced and almost 9 million litres a day of water has been saved as a direct consequence.

The Project Management Division (Water and Drainage Design)

Block 1, Floor 4, Civic Offices, Dublin 8

Senior Engineer Tel: 222 2403

The Project Management Division (Water and Drainage Design) looks after a range of Schemes including:

Dublin Water Supply Strategic Study Lead in Water

Dublin Reservoirs Covering Construction Vartry

Bohernabreena Spillways Contract

Saggart Water Supply Scheme Chlorination

Dublin City Water Supply Scheme Vartry Tunnel Replacement

Dublin Water Supply Scheme Saggart Reservoir

Dublin Water Supply Scheme Dargle Valley Water Supply

Dublin Reservoir Covering Construction Stilorgan Reservoir

Dublin City Water Supply Scheme Vartry Reservoir Draw Pipework

Greater Dublin Drainage Project Rathmines and Pembroke Sewerage Scheme

Rathmines and Pembroke High Level Catchment Sewerage Works Advanced Contract

Grand Canal Surface Water Outfall

Sewer Relining Contracts City Centre

The Project Support Office

Block 2, Floor 5, Civic Offices, Dublin 8

Senior Engineer Tel: 222 3910

The Project Support Office provides support for all Capital Projects within Dublin City Council and co-ordinates Health and Safety and Financial Management for all Strategic Planning and Projects Management Divisions.

The Flood Defence Unit

Floor 4, 68-70 Marrowbone Lane, Dublin 8

Head of Flood Defence Unit Tel: 222 4302

The Flood Defence Unit co-ordinates a range of Flood Defence Projects including:

The River Dodder Catchment Flood Risk and Assessment Study

Lower Dodder Flood Alleviation Works Phase 1

Lower Dodder Flood Alleviation Works Phase 2

Liffey/Santry/Camac/Poddle/Tolka Seafram Study

North City Pluvial Flooding Projects Improvements



Tolka Works Flood Risk Management Plan
Ballymore Eustace Stage 3 Improvement Project
Eastern River Basin District Catchment Study
Flood Resilient Cities Intereg funded Projects
National Flood Forecasting and Flood Warning Steering Group

Atmospheric Pollution and Noise Control Unit

Block 3, Floor 1, Civic Offices, Dublin 8
Principal Environmental Health Officer Tel: 222 3742, Fax: 2222431

Noise Pollution

Noise as a perceived pollutant/nuisance has come to the fore in recent times. Environmental Health Officers issue Noise Notices and prosecute offenders where the conditions of the Notice are not complied with. A member of the public, acting on his/her own behalf, may also take an action in the District Court against the person who is creating a noise nuisance.

Air Pollution

This section is responsible for the implementation of various regulations made under the Air Pollution Act 1987. Monitoring of air pollutants is carried out at ten stations in the city. The data at the stations is available for inspection by the public. Dublin City Council has prepared an Air Quality Management Plan for the Dublin Region.

Dublin Waste to Energy Project

Cambridge House, Cambridge Road, Dublin 4. Tel: 281 5918, Fax: 660 6921
Project Engineer Tel: 222 4244
Senior Executive Officer Tel: 222 3838

Dublin City Council (acting on behalf of all the Dublin Local Authorities) is proposing to provide a waste to energy facility to treat residual non hazardous waste that cannot be reused or recycled. The project known as "Dublin Waste to Energy Project" is part of the implementation of the integrated Waste Management Plan for the Dublin Region which aims to recycle 59%, thermally treat 25% and landfill 16% of Dublin's Waste. The facility will be located on the Poolbeg Peninsula.

The City Council entered into a Public Private Partnership (PPP) arrangement under a Project Agreement with Dublin Waste to Energy Limited, which is jointly owned by Danish Oil and Natural Gas (DONG) and Covanta Energy Corporation (Covanta) for the design, construction, operation, maintenance and financing of the Project. DCC commenced the procurement of the project in 2002 under the EU Works Directive and the contract for the project was awarded in 2007 using the negotiated procedure.

Planning consent was received from An Bord Pleanála in November 2007 and a Waste Licence was issued by the Environmental Protection Agency (EPA) in December 2008. The Commission for Energy Regulation (CER) issued authorisation to construct a generating station and authorisation to generate in September 2009.

Site preparation works began on the site in December 2009 with construction of the facility expected to take approximately 3 years.



DUBLIN FIRE BRIGADE

Dublin Fire Brigade Headquarters, Townsend Street, Dublin 2 Tel: 673 4000,
Fax: 673 4085, e-mail: fire@dublincity.ie
Executive Manager Tel: 673 4130
Chief Fire Officer Tel: 673 4100

Dublin Fire Brigade (DFB) provides the full time Fire, Emergency Ambulance and Rescue Service for the four Dublin Local Authorities: Dublin City, Fingal, South Dublin and Dun Laoghaire / Rathdown County Councils. It is the largest fulltime brigade in the country and the only brigade to provide an emergency ambulance service. DFB protects the communities, businesses, infrastructure and industry of the four local authority areas covering an area of 356 square miles, with a population of 1.5 million and 464,749 households.

To facilitate the provision of this service DFB employs over 1,200 personnel working in 6 districts with 12 full-time stations, 2 retained (part-time) stations, a Training Centre, an East Regional Control Centre (processing in excess of 159,000 calls annually) Prevention, Administration and Workshops with a fleet of 130+ vehicles. All whole-time stations are staffed around the clock seven days per week by officers and firefighters, DFB provides a response to the diverse range of emergencies along with fighting fires and responding to Emergency Medical Service incidents, DFB also responds to incidents involving Water Rescue, High Line (rope) Rescue, Road Traffic Accidents, Flooding, Chemical Incidents and Marine Emergency Response.

Assistant Chief Fire Officer, Operations	673 4102
Assistant Chief Fire Officer, Major Emergency Mgt. (MEM) / Research & Development (R&D)	673 4105
Assistant Chief Fire Officer, Training /Emergency Medical Service (EMS) / East Regional Control Centre (ERCC)	673 4106
Assistant Chief Fire Officer, Human Resources / Health & Safety (H&S)	673 4051
Senior Executive Communications Officer, ERCC	673 4204
Assistant Chief Fire Officer, Fire Prevention (Vacant)	

Third Officers:

Training Centre / Logistics / Workshop	833 8313
EMS / H&S	673 4115
Southside Districts	673 4113
R&D / ERCC / MEM	673 4112
Northside Districts / Complaints	673 4310

Administration:

Administrative Officer	673 4273 / 4264
Property Maintenance Officer	673 4065
Senior Staff Officers	673 4260 / 4088 673 4020 / 4410 / 4154 / 4075

Operations

Townsend Street, Dublin 2. Tel: 673 4000

Dublin Fire Brigade's Operations is the day-to-day running of Dublin Fire Brigade's Fire, Rescue and Emergency Ambulance Service, staffed by approximately 970 operational personnel over a four watch system.

The Dublin area is divided into six districts with twelve whole time and two retained stations. All whole time stations are fully staffed around the clock, seven days per week by officers and fire fighters to ensure continuous protection of life and property.

Fire Stations:

HQ	Tara St.	673 4000
No. 1	Donnybrook	269 7777
No. 2	Dolphin's Barn	454 2666
No. 3	Phibsborough	830 6133
No. 4	North Strand	855 7855
No. 5	Finglas	834 3569
No. 6	Kilbarrack	848 1704
No. 7	Tallaght	457 1252
No. 8	Rathfarnham	298 2597
No. 9	Blanchardstown	820 2722
No. 12	Dún Laoghaire	280 1904
No. 13	Swords	895 6334

Retained Stations:

Balbriggan	841 2137
Skerries	849 1254



Emergency Ambulance Service

Townsend Street, Dublin 2

Tel. 673 4000

Dublin Fire Brigade operates a fully integrated fire-based Emergency Medical Service system which is unique in Ireland and Britain. It utilises the combined strengths of the fire and ambulance services to provide a comprehensive emergency medical service to the City of Dublin. An Ambulance is based at each whole-time station with the exception of Dun Laoighaire. In addition all DFB front line appliances carry Automatic Defibrillation equipment to carry out Pre Hospital Emergency Medical / Cardiac Intervention.

East Regional Control Centre

Townsend Street, Dublin 2

Tel: 673 4288

Dublin Fire Brigade's Regional Control Centre, which is located at Townsend Street, processes in excess of 159,000 fire and ambulance calls annually and is responsible for the mobilisation of responses in Dublin, Laois, Carlow, Meath, Wexford and Longford, Westmeath, Cavan, Monaghan, Wicklow and Kilkenny. It is planned that the mobilisation service will be extended to the three remaining counties in Leinster. The Brigade continues to be accredited with the ISO Quality Award for the Eastern Regional Control Centre.

Dublin Fire Brigade Training Centre

O'Brien Institute, Malahide Road, Marino, Dublin 3

Tel: 833 8313/4

Email: dfbtrainingcentre@eircom.net

The Brigade Training Centre located on the Malahide Road is the largest fire training facility in Ireland. The training centre has a core of full-time staff and provides an extensive range of training courses for Brigade personnel, Dublin City Council staff, other Brigades and external bodies.

The Brigade's personnel are trained to the highest standards in line with best international practice. All firefighters are trained to the Pre-Hospital Emergency Care Council (PHECC) Paramedic Standard and continuously rotate from ambulance to fire duties enabling a multi task emergency response service.

Fire Prevention Section

Townsend Street, Dublin 2. Tel: 673 4050, Fax: 673 4084

In addition to the operational running of the Brigade, DFB ensures adequate fire safety in buildings and other structures by enforcing relevant fire safety legislation. The Brigade is also committed to promoting and providing community fire safety by working closely with the local communities, schools and other agencies to make certain the public are aware of vital safety information to help keep them and their families safe.

Senior Executive Fire Prevention Officers:

ALPHA District	673 4055
ALPHA District	280 1121
ALPHA District	673 4067
BRAVO District A/SEFPO	673 4054
BRAVO District A/SEFPO	673 4063
CHARLIE District	673 4052
DELTA District A/SEFPO	673 4057
ECHO District	673 4068
ECHO District	673 4064
FOXTROT District	673 4042

Executive Fire Prevention Officers:

ALPHA District	673 4170
ALPHA District	673 4148
BRAVO District	673 4152
CHARLIE District	673 4275
CHARLIE District	673 4240
DELTA District	673 4145
ECHO District	673 4242
ECHO District	673 4279
FOXTROT District	673 4153
FOXTROT District	673 4056

Human Resources / Health and Safety Section

Townsend Street, Dublin. 2 Tel: 673 4000

The function of this section is to develop and provide Human Resource Management services which are essential to meet the operating and future needs of the Brigade. This section works to create a fair, equitable, consultative and supportive working environment that encourages staff participation and development.

This section also has responsibility for actively leading, promoting and supporting the Health, Safety and Welfare of all DFB staff.

Research & Development / Major Emergency Planning

Townsend Street, Dublin. 2 Tel: 673 4000

The function of this section is to research and develop how to plan for new threats and challenges such as terrorism and environmental disasters that face Dublin or any major city into the future. In addition the brigade provides a Major



Emergency Response for all major emergencies that may occur in the Dublin region.

Civil Defence

Esplanade, Wolfe Tone Quay, Dublin 7 Tel: 677 2699, Fax: 677 2511

The primary role of Civil Defence is the saving of lives and the alleviation of suffering in time of war. The secondary or peacetime role of the organisation is to assist at natural disasters and man-made accidents. Civil Defence has five services, all of which are represented in Dublin,

(i) Rescue (ii) Auxiliary Fire Service (iii) Casualty (iv) Welfare (v) Wardens.



Culture, Recreation and Amenity Department

Block 4, Ground Floor, Civic Offices. Tel: 222 2222, Fax: 222 2366

Assistant City Manager	Tel: 222 5099
Executive Manager	Tel: 222 3300
Senior Executive Officer	Tel: 222 3152
Administrative Officer	Tel: 222 3302
Administrative Officer	Tel: 222 3877
Finance Manager	Tel: 222 3286

The Culture Recreation & Amenity Department provides a wide range of environmental, cultural and recreational services.

Secretariat Section

Tel: 222 3143/3878, Fax: 222 2366

The Secretariat Section deals with submissions to the Area Committees, City Council and the Arts, Culture, Leisure & Youth Affairs Strategic Policy Committee. It also deals with the administration of the department and handles enquiries from the public and public representatives.

Senior Staff Officer Tel: 222 3936

INTOXICATING LIQUOR BYE-LAWS

Dublin City Council's (Prohibition of Consumption of Intoxicating Liquor on Roads & Public Places) bye-laws became effective on the 1st October 2008 and they prohibit the consumption of Intoxicating Liquor on the streets of Dublin and in public places within the City of Dublin. The Secretariat section issues the fines, on foot of a request by An Garda Síochána. Payments for these fines are made to the Culture Recreation & Amenity Department.

A Record is kept of all fines issued. The register contains the following particulars: -

- Name & Address of offender
- Time, Date & Location of Offence.
- Garda & Station of behalf of whom fine was issued.
- Type of offence

Control of Horses

Tel: 222 3371, Fax: 222 2366

Dublin City Council's Bye-Laws made under the Control of Horses Act, 1996 came into effect on the 1st March, 2010. The purpose of the Bye-Laws is to regulate and control the horse population in the administrative area of Dublin City as a Control Area, the setting out of conditions for the keeping and stabling of horses and the procedures for the impounding and disposal of unlicensed horses. Any person keeping a horse in a Control Area must have:

- A horse licence - there is a €31.74 application charge. Licence holders must be over 16 years of age
- A Horse Passport

- Suitable accommodation for the horse; and
- The horse identified by means of a microelectronic device implant.

The following information must be provided on the licence application form: -

- Name, address and date of birth of horse owner
 - Description of the horse including microchip number
 - Name and address of the keeper of the horse
 - Premises at which the horse is ordinarily kept
 - Name of the owner of the premises at which the horse is ordinarily kept;
- and
- Any additional information required.

In processing the application Dublin City Council will have the premises where the horse is kept inspected by a Veterinary Inspector. Under section 23 of the Control of Horses Act 1996, where a licence is refused the applicant must be notified in writing. The applicant may make representations in writing within 14 days and Dublin City Council must consider them.

When, having considered the representation, Dublin City Council decides to refuse a licence the applicant must be notified in writing. The applicant may, within 14 days of receipt of notification, appeal against the decision to the District Court.

A Register is maintained of all horse licences issued. The register contains the following particulars: -

- Identification reference;
- Description of horse;
- Name and address of owner of the horse;
- When the licence was granted;
- Where the horse is normally kept;
- The name and address of the keeper of the horse, where the horse is kept by a person other than the owner; and
- The name and address of any person to whom ownership of the horse is transferred.

A register is also maintained of detained horses. This register contains the following particulars: -

- An identification reference (Microchip number);
- A description of the horse;
- The date and location of the seizure or detention of the horse;
- Particulars of the manner in which the horse is dealt with (rehomed/reclaimed/euthanised;)
- Details of the person by whom a horse is reclaimed; and
- Particulars of where the horse is detained.

Control of Dogs

Ashton Dog Pound, River Road, Ashtown, Dublin 7

Tel: 838 3236 Fax: 868 3726

Dublin City Council operates a Dog Pound and Warden Service under the Control of Dogs Act, 1986. The operation of the Dog Warden Service and Dog Pound Service is carried out by a private contractor on behalf of Dublin City Council. The Dog Wardens are empowered to enforce the terms of the Control of Dogs Act 1986 and the Dublin City Council Control of Dogs Bye Laws, 1998.

A register is maintained containing details of all Dog Licences & Dog Fines issued in the City Council area. The register contains the following particulars: -

- Name & address of dog owner
- Description of Dog Licensed
- Details of licence including issue & expiry date
- Details of Previous licences held
- Details of any fines issued offences under the Control of Dogs Act 1996.

A register is also maintained of dog related complaints received from the public. The register contains the following particulars: -

- Date of complaint
- Details of complaint
- Description of dog
- Location of nuisance
- Name and address of complainant

School Meals and Cooked Meals Schemes

Tel: 222 3935 / 2223937

The School Meals Scheme operated in 181 national schools in the Dublin area in 2010, catering for approximately 22,500 pupils daily. Hot soup is also provided to 5 schools in the inner city from October to April, catering for over 600 pupils. Hot meals are provided to 14 schools for children with special needs.

Dublin City Council provided a grant to four voluntary organisations for the provision of cooked meals.

Application forms for inclusion in schemes are available from School Meals Section at the above address.

Staff Officer Tel: 222 3937

Exhumations

Tel: 222 3370 Fax: 222 2366

Exhumation licences are issued by Dublin City Council under the Local Government Act 1994.

Sports Section

Tel: 222 2163

Sport & Leisure Services is primarily concerned with providing sport, leisure and physical activity, facilities and services for the citizens of the city. This includes:

- Management and operation of leisure centres, community sports centres, sports halls and swimming pools.
- Enquiries and lettings of football pitches. There are 230 playing pitches located in parks and open spaces throughout the city and these are allocated annually.
- Sports Development. This is used as a tool to offer opportunities for all citizens to partake in sport, physical activity and leisure activities at a level they desire. There are 2 Senior Sports Development Officers, 12 Sports Development Officers and 5 Sports and Recreation Officers.

Senior Staff Officer, Civic Offices

Tel: 222 3362



Senior Staff Officer, Capel Street	Tel: 222 7855
Senior Sports Development Officers	Tel: 222 7583
Markievicz Leisure Centre	Tel: 222 6130
Irishtown Stadium	Tel: 222 3801
Finglas Leisure Centre	Tel: 864 2548
Ballymun Leisure Centre	Tel: 862 3508
Ballyfermot Leisure Centre	Tel: 222 8580
Coolock Swimming Pool	Tel: 847 7743
Crumlin Swimming Pool	Tel: 455 5793
Sean McDermott Street Swimming Pool	Tel: 872 0752
Cabra Parkside Community Sports Complex	Tel: 222 7559
St Catherines Sports Centre	Tel: 222 7542
Ballybough Youth & Sports Centre	Tel: 222 8584
Poppintree Community Sports Centre	Tel: 222 3985
Aughrim Street Sports Hall	Tel: 838 8085
Glin Road Sports Hall	Tel: 847 8177
Clogher Road Sports Hall	Tel: 222 8592
Inchicore Sports Hall	Tel: 222 8596
Municipal Rowing Club	Tel: 677 9746
East Wall Water Sports Centre	Tel: 677 9746

Public Libraries, Information & Cultural Heritage Services

Administrative Headquarters: 138-144 Pearse St., Dublin 2 Tel: 674 4800 Fax: 674 4879 E-mail: dublinpubliclibraries@dublincity.ie
Margaret Hayes, Dublin City Librarian Tel: 674 4800

Dublin City Council provides a network of twenty-one branch libraries, a number of specialist information services and a mobile library service and a range of web-based services and information sources to meet the information needs of the citizens of Dublin. Libraries are a community-based resource available to every age and interest group. Learning Zones and Youth Zones cater for pre-teen and teenage clients.

Where appropriate Dublin City Libraries works in partnership with other institutions and agencies to deliver mutually agreed services for the benefit of the citizens of Dublin. Examples include the FAS e-learning project, the Institute of linguistics examinations and the Start Your own Business programme.

The main function of the library service is information provision. Libraries are stocked not only with a lending collection of books & other media, but also with reference collections where enquiries can be researched. In addition, librarians maintain information files, both in hard copy and increasingly on the library's website www.dublincitypubliclibraries.ie Web content is provided on a wide range of subject areas including Education and Learning, Literature and Reading, Heritage and History together with careers and local information. The library catalogue and other online services are now also available online.

Public libraries also offer a programme of cultural and educational activities for adults and children - lectures, workshops, music recitals, and exhibitions. The library service is keen to promote lifelong learning, and all branches offer self-learning facilities via Internet-based computer reference services. The Library Websmart programme offers free basic training in computer and internet skills to facilitate full use of Library and other online services.

Specialist information services have been developed to cater for the information needs of Dublin's citizens, and include collections relating to local history, business information, children's literature, music and cultural heritage. A collection of specialist material on environmental issues is now administered by DCPL.

The library network is administered from library headquarters, functional responsibilities are assigned in the areas of:

Reader Development – Jane Alger
 Lifelong Learning/Outreach Programmes – Alastair Smeaton
 Human Resources/Staff Development & Training - Miriam Leonard
 Central Library Services - Bernadette Cogan
 Digital Library Services - Michael Molloy
 Information Technology - Gerardine Candon
 Dublin & Irish Collections - Dr. Máire Kennedy
 Continuing Professional Development - Sheila Kelly
 Finance & Buildings - Angela Cassidy
 Reader Services - Clare Hogan
 Administrative & Operational Processes (Cabra) - Mark French-Mullen
 Dublin City Archive and Records Management - Dr. Mary Clark

Other responsibilities are assigned on a project basis as business priorities dictate.

Branch Libraries:-

Ballyfermot Library, (library closed for refurbishment works, temporary library service at Civic Centre) Ballyfermot Road, Dublin 10	Tel: 626 9324
Ballymun Library Ballymun Road, Dublin 9	Tel: 842 1890
Cabra Library, Navan Road, Dublin 7	Tel: 869 1414
Central Library, Ilac Centre, Dublin 1	Tel: 873 4333
Charleville Mall Library North Strand, Dublin 1	Tel: 874 9619
Coolock Library, Barryscourt Road, Dublin 17	Tel: 847 7781
Dolphins Barn Library, Parnell Road, Dublin 8	Tel: 454 0681
Donaghmede Library, Shopping Centre, Dublin 13	Tel: 848 2833
Drumcondra Library, Millmount Avenue, Dublin 9	Tel: 837 7206
Finglas Library, Finglas Shopping Centre, Dublin 11	Tel: 834 4906
Inchicore Library, Emmet Road, Dublin 8	Tel: 453 3793
Kevin Street Library, Lr. Kevin Street, Dublin 8	Tel: 475 3794
Marino Library, Marino Mart, Dublin 3	Tel: 833 6297
Pearse Street Library, 138-144 Pearse Street, Dublin 2	Tel: 674 4888
Pembroke Library, Anglesea Road, Dublin 4	Tel: 668 9575
Phibsboro Library, Blacquire Bridge, Dublin 7	Tel: 830 4341
Raheny Library, Raheny Road, Dublin 5	Tel: 831 5521
Rathmines Library, (library closed for refurbishment works, temporary library service at Parker Hill) Lr. Rathmines Road, Dublin 6	Tel: 497 3539
Ringsend Library, Fitzwilliam Street, Dublin 4	Tel: 668 0063
Terenure Library, Templeogue Road, Dublin 6	Tel: 490 7035
Walkinstown Library, Percy French Road, Dublin 12	Tel: 455 8159



Archives Section 138-144 Pearse St., Dublin 2
E-Mail cityarchives@dublincity.ie

Tel: 674 4997

The **City Archives** contains records of the municipal government of Dublin from the late 12th. Century until the present. Principal collections include: -

- Dublin City Charters, 1171-1727 (102 items)
- The medieval White Book and Chain Book of Dublin
- City assembly rolls, 1447-1841
- Minutes of board of aldermen, 1567-1841
- Minutes of sheriffs and commons, 1746-1841
- Tholsell Court of Dublin, 16th-18th centuries
- City Treasurer's accounts, 1540-1997
- Freedom records, 1468-1918
- City surveyor's maps, 1695-1827
- Records of trade and religious guilds to 1841
- Wide Streets Commission, 1757-1849
- Paving Board, 1774-1840
- Charitable committees, late 19th century
- Rathmines and Rathgar Township, 1847-1930
- Pembroke Township, 1863-1930
- Minutes of Dublin City Council, 1841 to present
- Records of Dublin City Council committees and departments, 1840-1960

The City archives also hold the Irish Theatre Archives collection, relating to the history of theatre in Dublin and Ireland.

Access: The City Archives can be consulted by contacting the Archivist at the above contact details.

Children's Library Service

Cabra Bibliographic Centre, Navan Road, Cabra Dublin 7 Tel: 674 4883 E-Mail childrens.library@dublincity.ie

Maintains children's collections in branch libraries, holds a collection of children's books of Irish interest, and provides advice to teachers and parents.

The Dublin Civic Museum Collections

The Dublin Civic Museum is now closed to the public and its collections have been transferred to secure off-site storage. A virtual catalogue of these collections can be inspected in the Reading Room at Dublin City Library & Archive, 138-144 Pearse Street, Dublin 2, during opening hours.

Tel: 674 4997

E-Mail cityarchives@dublincity.ie

Dublin & Irish Collections

Reading Room, Dublin City Library and Archive, 138 - 144 Pearse Street Library, Dublin 2 Tel: 674 4999, Fax: 674 4879 E-mail: dublinstudies@dublincity.ie

A reference library and reading room. The collection of books, newspapers, periodicals, maps, photographs, prints and microfilms relate to social, cultural and literary heritage of Dublin in particular, and Ireland in general. Special collections include the Gilbert, Dix and Yeats collections. Computerised databases provide unique access to extensive genealogical content.



Mobile Library Headquarters

Cabra Public Library, Navan Road, Dublin 7 Tel: 869 1415

The mobile library service is provided in areas of the city which do not have a branch library. The Mobile service is especially focused towards schools, senior citizens' complexes and to individuals who require a home based service.

Business Information Centre

Central Library, ILAC Centre, Dublin 1 Tel: 873 3996, Fax: 872 1451

E-Mail businesslibrary@dublincity.ie

A reference service specialising in company and market research information. A key resource for starting a business, doing research and career direction and development. Print and online resources available.

Music Library

Central Library, ILAC Centre, Dublin 1 Tel: 873 4333, Fax: 872 1451

Including World, Jazz, Classical, Irish, Blues and Popular genres, it provides CDs, DVDs, Blu-ray, music books, a music reference collection, sheet music, vocal scores, tutor books and DVDs, periodicals, a music reference service, recitals and educational talks.

Open Learning Centre

Central Library, ILAC Centre, Dublin 1 Tel: 873 4333, Fax: 872 1451

E-Mail openlearning@dublincity.ie

Provides self learning courses in computers and languages, organises exhibitions and lecture programmes in the Central Library, holds Open University course material, acts as an examination centre for the Institute of Linguists.

The International Impac Dublin Literary Award

138-144 Pearse St., Dublin 2 Tel: 674 4800

E-Mail literaryaward@dublincity.ie

The IMPAC Dublin Literary Award is the biggest and most wide ranging literary award in the world. Library services from over 50 countries nominate books which are considered by an international panel of judges. The Council Public Libraries service is administering the award which has an annual prize of €100,000. In addition to promoting Dublin's literary tradition, the award also gives the people of Dublin an opportunity to explore international fiction, as the library service is establishing a collection of nominated books, and has organised readings and exhibitions based on nominated and winning entries.

Dublin UNESCO City of Literature

Dublin City Libraries, 138-144 Pearse Street, Dublin 2.

Tel: +353 1 674 4809 Fax: +353 1 674 4880

E-mail: jane.alger@dublincity.ie

Director: Jane Alger

Following an application made by the City of Dublin and signed by the Lord Mayor, Dublin was designated a UNESCO City of Literature in July 2010. This is a permanent designation.

A management structure was set up to ensure that the designation is used to best advantage locally, nationally and internationally. The city aims to participate as fully as possible in the international Cities of Literature network and the wider Creative Cities network and to use its expertise to mentor less developed cities.

Parks & Landscape Services Division

Tel: 222 5049 Fax 2222668

The Parks and Landscape Services Division is responsible for:

- The management of the City Council's 3,500 acres of parks and open spaces which include such diverse areas as nature parks, river valleys, coastal areas, redeveloped cemeteries and tipheads, motor embankments, nature reserves, and neighbourhood parks
- These neighbourhood parks provide active recreational facilities such as playing pitches (including all weather floodlit 5-a-side pitches, tennis courts, pitch & putt/par 3 golf courses, an 18 hole golf course and bowling greens)
- The design and construction of new parks and open spaces
- The planting and maintenance of roadside trees
- The design and maintenance of grounds associated with civic buildings
- Provision of a civic decoration service, which includes flags, planters and floral tubs, Christmas trees
- Management of the City Council's central Nursery in St. Anne's Park
- Provision of landscape advisory service to residents' associations, schools and various environmental groups
- All weather pitches complex at former Traffic School Clontarf Road; new pavilions at Fairview Park, Eamon Ceannt Park, Darndale and Brickfields Park; new local park at Chancery Street; new motor cycling scrambling track at Alfie Byrne Road; new allotment scheme at St. Anne's Park; and work has recently commenced at St. James's Graveyard.

CITY PARKS SUPERINTENDENT TEL: 222 5049

Senior Executive Parks Superintendent (South East Area) Tel: 222 3434

Senior Executive Parks Superintendent (North Central Area) Tel: 222 3436

Senior Executive Parks Superintendent (Central Area) Tel: 222 3701

Senior Executive Parks Superintendent (South Central Area) Tel: 222 3832

Senior Executive Parks Superintendent (North West Area) Tel: 222 3806

Senior Executive Landscape Architect Tel: 222 3572

District Parks Officers

Central District, Blessington St Basin Tel: 6612369

North Central, Fairview Park Tel: 833 6262

North West, Albert College Tel: 837 3891

St Anne's, St Anne's Nursery Tel: 833 1859

South East, Herbert Park *Tel: 668 4364*

South West, Brickfields Park Tel: 454 2555

Civic Offices Tel: 2225278

Higher Education Grants Scheme

Tel: 222 2161, Fax: 222 2366

Dublin City Council awards Higher Education Grants annually under the Local Authorities (Higher Education Grant) Acts 1969 to 1992. Grants are awarded for approved courses at Universities, Colleges of Technology and certain other institutions. Each grant consists of a Maintenance and/or Fee element.

The Department of Education & Skills issue a new scheme each year, which outlines the qualifying criteria for the award of a Higher Education Grant, and application forms are available from the Culture, Recreation & Amenity Department from June / July of each year. The applicable scheme student, is that which was produced in the year the student first entered the college course. Dublin City Council's role is to assess candidate's eligibility for a grant under the appropriate scheme and make payments to grant holders sanctioned. To be eligible for a grant under the scheme a candidate must fulfil the conditions of the scheme as to residence, age, academic attainments, means, nationality and attendance on an approved course.

The Department of Education & Skills role is to draw up a Higher Education Grants Scheme each year and to provide Dublin City Council with the Higher Education Grants Scheme, notes to the scheme, application forms, circulars, and any amendments to the scheme.

Students can apply for a grant by completing an application form (available on line on Dublin City Council website and www.studentfinance.ie, at the Civic Offices, public libraries and on request at other locations or issued by post to students). Application forms should be returned to the above address along with the necessary documentation listed in the notes/schedules enclosed with the application form.

Classes of Records held in this Section: -

Personal Records:

- Applications for Higher Education Grants
- Income documentation relating to the applicant and/or applicants spouse and or parents/guardians
- Details relating to applicants academic career
- Birth certificates of applicants and certification of proof of Citizenship
- Miscellaneous documentation concerning place of residence of independent mature candidates
- Medical certificates for candidates applying under certified serious illness clause
- Sworn affidavits, Judicial Separation Agreements, Solicitors letters, provided by applicants/applicants parents/guardians, as proof of separation
- Letters from social workers and death certificates provided by applicants who are orphans
- Decisions by Department of Education & Skills on individual appeal cases
- General Records.
- Managers Orders
- Department of Education & Skills recoupment of expenditure



Dublin City Gallery (The Hugh Lane)

Parnell Square North, Dublin 1 Tel: 222 5550 Fax: 872 2182
Email: info.hughlane@dublincity.ie

The Dublin City Gallery (The Hugh Lane) is situated in Charlemont House. The Gallery with its new extension consisting of an additional 13 new gallery spaces reopened to the public on 5th May 2006. It houses Dublin City's collection of fine art, the Francis Bacon Studio, Harry Clarke stained glass room, and the Sean Scully room.

As well as displaying works from its permanent collection, including paintings, sculptures and photographs, the Gallery also has a multi-disciplinary programme of events for both adults and children. Admission is free, for details of events please contact the reception desk or browse the website on www.hughlane.ie

The gallery collection can be accessed on www.hughlane.ie Collections/ Search Online Catalogue.

Various workshops and projects for children are organised involving the artworks in the Gallery and involving the community with the Gallery in exploring different aspects of the artworks on display.

Sundays at noon concert series.

The Gallery has an established programme of Sunday concerts at noon. The concerts are held throughout the year except the period July–September. These include both traditional and contemporary music and admission to the concerts, as with all events in the Gallery, is free.

Arts Office

The LAB, Foley Street, Dublin1. Tel. 222 5455 Fax. 817 8985
E: artsoffice@dublincity.ie

The Arts Office of Dublin City Council aims to promote and develop the Arts and to raise awareness and appreciation of the arts throughout city communities. It does this by initiating special projects and programmes and through the funding of imaginative arts projects undertaken by professional, voluntary and community organisations in the City.

The LAB houses the Arts Office team, four rehearsal studios, a training room and the LAB Gallery. For information on these facilities and studio bookings contact the Arts Office.

A curated programme of Art Exhibitions showcases emerging professional artists at The LAB Gallery, open Monday – Saturday 10 – 5pm www.thelab.ie

The Dublin Writers Festival takes place in May each year, featuring the best of international and Irish writers. Visit the festival web site at www.dublinwritersfestival.com.

Neighbourhood Arts Development

Directed by a team of assistant arts officers, the Arts development programme in city neighbourhoods is often delivered in partnership with complementary arts/education organisations in the city. Programmes are devised to support local youth/community festivals; children and young people in schools, youth projects, libraries and other community settings; arts participation and appreciation with older age groups.

Summer music programme including Opera in the Open and Northside Music Festival– free summer performances.

The Red Stables Artists Studios in St. Anne's Park includes an exhibition space, workshop area, International and Irish residential studios, day studios and café. Information on current and past artists is available on www.redstablesartists.ie

Information on studios, exhibitions and workshops available from the Arts Office.

Public Art

The Public Art Programme commissions artists under the Per Cent for Art Scheme as well as other public art projects. It includes implementation of policies regarding applications for commemorations, monuments and donations; research and development; and public engagement. Two strands govern the overall public art programme: to respond to Dublin as Capital of Ireland and international city, and as City of communities and localities.

Bursaries

Each year Dublin City Council offers professional artists a bursary towards further studies/professional development in the areas of Music, Drama, Visual Arts, Dance and Literature.

Arts Funding

Applications are invited, by public advertisement, each year for City Council funding towards arts projects and programmes by professional and community organisations. Guidelines and criteria are supplied to applicants and a panel of assessors make recommendations to the City Council.

Events Unit

One of the primary objectives of the Events Unit is to animate the public domain, by encouraging and introducing more family events and activity in city centre public spaces. This is achieved by procuring events directly or supporting and encouraging the use of public spaces by other event organisers.

The annual outdoor programme of events provides enjoyment for all those who visit, work and live in the city, encourages creativity and innovation, celebrates diversity and talents, contributes to the city's economic well being and create a medium for cultural knowledge and awareness.

In order to deliver a varied programme of events throughout the year we have developed partnerships with a number of organisations and companies both here and in the UK to deliver a diverse programme of events covering arts, culture, music, family entertainment and sporting events

Another function of the Event Unit is as the central liaison point for all parties who wish to hold events of any nature in the public domain.

The type of events for which we receive requests are broad and varied and include:

- Festivals
- Filming/Photoshoots/ Promotional/Commercial activity
- Charity events/Sporting events



- Street entertainment/Markets

All requests to hold an event in the City Council area should be forwarded to the Events Unit by email: events@dublincity.ie. There is also an Event Advisory Handbook available which can be downloaded from the web site – www.dublincity.ie. Alternatively if you wish to obtain a hard copy version of the handbook, please e-mail your request for a copy to the e-mail address above. If you are intending to hold an event please contact this office for a preliminary advice meeting. We will provide advice on how you should approach planning your event, details of useful contacts and discuss the drafting of Event Management Plans etc.

Contact Details:

t: 01 – 222 2242

e: events@dublincity.ie

f: 01 – 222 2366

Events Unit, Culture Recreation and Amenity Department, Floor 0, Block 4, Civic Office, Dublin 8.

City Hall

City Hall, Dame Street, Dublin 2.

Tel: 222 2204 Fax: 222 2620. Email: cityhall@dublincity.ie

Exhibition

City Hall is located on Dame Street. It houses "**The Story of the Capital**", a permanent exhibition located in lower ground floor. The exhibition centres on many of the events, which have impacted on the city over the past 1,000 years. City treasures are displayed including the regalia, medieval manuscripts and charters. Multimedia and video allows access to the history of the city in a friendly format. Guided tours are available if pre-booked. The exhibition is accessible to disabled people

There is a coffee shop and small retail outlet

The exhibition is open Monday - Saturday 10.00 a.m. - 5.15 p.m.

Sunday and bank holidays

Closed

Prices for admission to the exhibition

Adults €4

Senior citizens / students / children / un-waged €2

Family ticket (2 adults & up to 4 children) €10

Groups (10 or more) €3 each

The Rotunda room in City Hall is available for private hire for corporate events and receptions.

The Rotunda can accommodate the following numbers:

200-250 seated conference style

150 seated banquet style

300 to 400 for drinks receptions or cocktails parties.

For details on hiring the Rotunda, please contact the Administrator of City Hall on 222 2939.

Casual Trading

Tel: 2223386/2223377, Fax 222 2366

The Department is responsible for the allocation and control of Casual Trading Licences. Casual Trading Bye-Laws were made by Dublin City Council on the 23rd July 2003, under the Casual Trading Act 1995. These contain details of designated trading areas, the type of goods that can be sold, trading times and the fees applicable in each case. The fees quoted are per annum and range from €150.00 to €4,000.00. A trader must be allocated a pitch before being allocated a licence. Currently there are waiting lists for all areas.

Event trading licences are issued for the sale of hot food and hats flags scarves etc., in association with special events e.g. concerts, major sporting events and cultural events such as the St. Patrick's Day festival etc. The licences issued are valid only for the day the event takes place. The fees for an event trading licence range from €25.00 to €220.00. The licences are issued to trade in the vicinity of the event only.

The Casual Trading Unit maintains a database of traders RSI/PPS numbers. This information is held as it is a requirement that traders must be registered for the payment of pay tax, vat etc. The database includes the following information:

Name
Address
PPS/RSI number
Contact Number
Type of Trading

Staff Officer Tel: 222 3377.

Projects Section

Tel: 222 3389 Fax: 222 2366

The section is responsible for the co-ordination of the Culture, Recreation & Amenity Department's capital and special projects in relation to sports and leisure facilities.

Senior Staff Officer Tel: 222 3389



FINANCE DEPARTMENT

Block 1, Floor 7 & 8, Civic Offices
T. 222 2222 F. 222 2476

The Finance Department deals with the short and long term financing of the City Council's operations, both of revenue and a capital nature. It has a key role in ensuring that the City Council secures best value for available resources. The 2010 Revenue Budget amounts to €867m, while the three year Capital programme 2010 to 2012 amounts to €893m.

Revenue expenditure relates to day-to-day activities and is funded through rates, government grants and service charges.

The amount of Capital money available is dependent on Government allocations in the areas of Housing, Roads, and Sanitary Services

Finance Secretariat

Block 1, Floor 8

T. 222 2102/2103 F. 222 2476

The Finance Secretariat is responsible for the provision of administrative services to the Finance Strategic Policy Committee, the Audit Committee and the submission of monthly financial reports to the City Council. This Unit also deals with all financial correspondence/queries from the five Area Committees, Strategic Policy Committees and Public Representatives.

The role of this Unit supports the Finance Senior Management Team. In addition, this Unit continues to support and develop linkages with the business community, most notably the development of the BIDs (Business Improvement Districts) initiative.

Rates

16 Castle Street, Dublin 2. Tel: 222 2171, Fax: 679 3051

The Rates Office is responsible for the collection of commercial rates and commercial water charges. Rates are the most significant element (33%) in Dublin City Council's total revenues. The income generated from rates underpins the entire range of services provided by Dublin City Council.

Executive Manager	Tel: 222 2120
Senior Executive Officer	Tel: 222 2909
Rate Collectors	Tel: 222 2122
Administrative Officers	Tel: 222 2875/222 2736

Making of the Rate

Following the consideration of the draft Local Authority Budget in each year, the elected members determine the annual rate on valuation (also known as the rateable valuation multiplier) to be levied for the following year. Rates on properties are then assessed by multiplying the rateable valuations of properties as supplied by the Commissioner of Valuation by the annual rate on valuation. Rates are payable in two equal instalments - the first on demand and the second on July 1st.

Valuation Revisions and Appeals

Dublin City Council and Owners/Occupiers may forward requests to value properties to the Valuation Office in respect of new developments or where a “material change of circumstances” has taken place. A material change of circumstances may refer to a physical change such as a new building, structural alterations, extensions etc. or a non-physical change such as a change in rateable status. The Valuation Commissioner appoints a Revision Officer, who makes a decision on the valuation of the property within six months from the date of appointment in respect of the application.

Any person aggrieved by a decision may make an appeal against a revised valuation to the Commissioner of Valuation within a specified period. It must be in writing and set out the grounds for the appeal and must be forwarded to the Valuation Commissioner within 40 days of the relevant date of publication by the Valuation Office. These are considered and decided upon by the Commissioner of Valuation, but a further appeal against the Commissioner’s decision may be made to the Valuation Tribunal.

Fees are payable in respect of requests for revisions and appeals against decisions. Details of same can be obtained from the Valuation Office, Irish Life Centre, Lower Abbey Street, Dublin 1 (Tel. No. 817 1000).

Motor Taxation

Motor Taxation Office, Block B, Blackhall Walk, Queen Street, Dublin 7
Tel: 222 8000 (Direct dial inwards 222 + extension), Fax: 872 1004

Executive Manager	Tel: 222 8217
Senior Executive Officer	Tel: 222 8217
Administrative Officer	Tel: 222 8223
Senior Staff Officer, Administration Section	Tel: 222 8080
Senior Staff Officer, Operations Section	Tel: 222 8145
Senior Staff Officer, Information & Records Section	Tel: 222 8161

Branch Offices:

Nutgrove Shopping Centre, Rathfarnham, Dublin 14
Tel: 222 8000 Fax: 222 8351
Administrative Officer Tel: 222 8375
Senior Staff Officer Tel: 222 8365

Ninth Lock Road, Clondalkin, Dublin 22 Tel: 222 8000 Fax: 222 8330
Administrative Officer Tel: 222 8302
Senior Staff Officer Tel: 222 8303

Civic Centre, Main Street, Ballymun, Dublin 9
Tel: 222 8000 Fax: 222 8281
Administrative Officer Tel: 222 8250
Senior Staff Officer Tel: 222 8251

The Motor Taxation Office caters for motorists residing in the Greater Dublin area (The Dublin City Council area and the areas of Dún Laoghaire Rathdown, Fingal and South Dublin County Councils). The main business of the Motor Tax offices is the issuing of Tax Discs and Driving Licences. Debit and credit cards continue to prove a popular payment option for customers, now accounting for 21% of business.



the Department of Environment, Heritage and Local Government launched an online service for renewal of motor tax in 2004 (details available at www.motortax.ie).

Information on Motor Tax and Driving Licences is available on Aertel Page 454 (RTE2) and from www.dublincity.ie

Management Accounting and General Ledger Units

Block 1, Floor 5, Civic Offices Tel: 222 2222, Fax: 222 2474

These sections provide a service to all departments in budgetary control, preparation of estimates, performance indicators, capital appraisal, devolved budgets and provision of monthly reports on expenditure and income.

Management Accountant	Tel 222 3206
Senior Accountant - Capital	Tel 222 2719
Senior Accountant - Revenue	Tel 222 2418
Senior Staff Officer- General Ledger	Tel 222 2439

Senior Accountants

Senior Accountants are now in place throughout the organisation as part of the implementation of the recommendations of the Finance Devolution Report. Their role is to co-ordinate the finance function at Department/Service level, support local management decision making and ensure that finance staff across the City Council are adequately trained in financial procedures and information systems. They are as follows:

Engineering Department	Tel 222 5024
Housing Social and Community Services	Tel 222 5224
Finance Department	Tel 222 5171
Planning Department	Tel 222 3469
Roads and Streets Department	Tel 222 2692
Environment and Culture Department	Tel 222 3286

FINANCIAL ACCOUNTING UNIT

Block 1, Floor 7, Civic Offices Tel: 222 2222, Fax: 222 2474

The Financial Accounting Section is responsible for developing and maintaining the Financial Accounting Systems and controls so as to ensure that the City Council complies with its statutory and corporate reporting requirements. It oversees the management of the payroll, payables and receivables systems. This section is also responsible for the prompt payment of salaries, wages and pensions and suppliers of goods and services. The section provides a Treasury Management function and controls and manages working capital and accounting and control arrangements for all payments and receipts. The Annual Financial Statement is prepared each year ended 31/12. The Financial Accounting section undertakes the development of financial procedures and internal controls.

Financial Accountant	Tel: 222 2711
Professional Accountant	Tel: 222 6392
Senior Accountant	Tel: 222 5254
Senior Accountant	Tel: 222 5171
Administrative Officer (Treasury)	Tel: 222 2429

ORACLE Financials E-Business Suite

DCC 's Oracle E-Business suite of financial modules is used for the efficient and effective management of the Council's financial resources. The financial modules support all the Council's routine financial reporting and process requirements, and also provide management information for decision-making and in support of service delivery.

Victor Leonov, Professional Accountant (Annual Accounts, CMC, Treasury) 222 6392

Annette Caulfield, A/Senior Executive Officer (Finance Admin, Oracle, Coroners) 222 2746

Christine Walshe, Administrative Officer (Finance Admin) 222 2734

Pauline Hogan, Senior Staff Officer (Finance Admin) 222 2716

Karl Reddy, Senior Accountant (Annual Accounts) 222 5254

Kim Conway, Accountant (Annual Accounts) 222 2442

Gemma Good, Administrative Officer (Treasury) 222 2429

Fiona Martin, Senior Staff Officer (Treasury) 222 2028

Allwynne O'Connor, Administrative Officer (Oracle Central Support) 222 2749

Marian Kelliher, Senior Staff Officer (Oracle Central Support) 222 5211

Fergus Kavanagh, Senior Staff Officer (Oracle Central Support) 222 2439

Payroll Section

Block1, Floor 6, Civic Offices Tel: 222 2222

Fax: 222 2326 (Wages), 679 6193 (Salaries)

Payroll Section is responsible for the accurate and timely payment of wages, salaries and pensions. The section also ensures that all appropriate deductions are made and remitted to the relevant bodies, statutory and other.

Senior Executive Officer, Payroll Tel: 222 2517 Administrative Officer Tel: 222 2658

Central Claims Unit

Block 1, Floor 8, Civic Offices Tel: 222 2222, Fax: 671 3755

This unit handles all aspects of claims made against the City Council from Investigation to repudiation or settlements. These claims comprise of public and employee liability and property damage. It also manages the review and renewal of all insurances for the City Council.

Claims Manager Tel: 222 3769

Administrative Officer Tel: 222 6145

Asst. Claims Manager Tel: 222 3223

Senior Staff Officer Tel: 222 2954

Senior Liability & Risk Control Officers Tel: 222 3234/3258/3639/5028/3640

Personal Records:

- Copies of individual malicious injuries claims
- Garda reports
- Assessor reports
- Legal opinions
- Fire reports
- Law Agent's recommendation
- Managers orders

- Letters from solicitors
- Settlement Reports General Records:
- Legislation
- Location Maps
- Recoupment from Department of Environment & Local Government
- Computer Tabulations
- Consultants Reports

Procurement & Stores Management Unit

16/19 Wellington Quay, Dublin 2.

Tel: 222 3283 /222 2726

Fax: 222 3870

The Procurement Unit has responsibility for monitoring that tender notifications are advertised nationally and in the Official Journal of the European Union as appropriate. The criteria for selecting suppliers may include price, quality, financial, economic and technical capacity to meet contract requirements. The procurement team is concerned about ensuring quality in the delivery of supplies/services.

Stores Management staff, who are working to modernise the City Council stores, are also based in Wellington Quay and are responsible for the efficient operation of the City Council's main stores.

Senior Executive Officer Tel: 222 2772

Materials Superintendent Tel: 222 3263

Coroner's Court & City Mortuary

Store Street, Dublin 1.

Tel: 874 6684/874 3006, Fax: 8742840

Email: coroners@dublincity.ie

The Dublin City Coroner, Dr. Brian J. Farrell, is an independent official with responsibility for the medico-legal investigation of certain deaths. The Coroner's Office must inquire into the circumstances of sudden, unexplained, violent and unnatural deaths. This may require a post mortem examination which is sometimes followed by an inquest. The coroner's inquiry is concerned with establishing whether or not death was due to natural or unnatural causes. If a death is due to unnatural causes, for example, in a road traffic accident, an accident at work or by drowning, then an inquest must be held by law. Over 2,800 deaths are reported to the Coroner's Office each year and approximately 580 inquests are held. The temporary City Mortuary is based in the grounds of the Fire Brigade Training Centre, Malahide Road, Marino, Dublin 3. Dublin City Council, in partnership with the Department of Justice, Equality and Law Reform, intend to construct the Dublin Medico Legal Centre incorporating the new Dublin City Mortuary and Post Mortem Suite which will be integrated with office and laboratory facilities for the State Pathology Service. Dublin City Council has



recently completed a major renovation project at the Coroner's Court in Store Street.

City Coroner Tel: 874 6684 or 874 3006
Administrative Officer Tel: 8746684

Internal Audit Section

Block 1, Floor 6, Civic Offices Tel: 222 2222, Fax: 671 3755

The Internal Audit Unit works extensively throughout the City Council. Their primary aim is to provide an independent appraisal of the adequacy and effectiveness of the management of risk within Dublin City Council with a view to improving the internal control and governance process.

Senior Executive Officer Tel: 222 2075
Administrative Officer Tel: 222 3204
Administrative Officer Tel: 222 3264

HOUSING AND RESIDENTIAL SERVICES

Block 1, Floor 3, Civic Offices, Wood Quay, Dublin 8 Tel: 222 2222 Fax: 222 2797

Assistant City Manager Tel: 222 2010

City Architect Tel: 222 3322

Executive Manager, Tel: 222 3730

Executive Manager, Tel: 222 2053

Dublin City Council is the largest housing authority in the country with approximately 27,000 rented dwellings. The Department is responsible for the management and maintenance of this stock together with sourcing new additional stock each year through a number of initiatives. In addition to this we are now providing private houses through the Affordable Housing Initiatives and taking a more proactive approach and enforcement role in the Private Rented Sector.

In managing its housing stock, Dublin City Council operates under various statutory powers, policy documents and Department of the Environment, Heritage and Local Government guidelines. This function is carried out in conjunction with residents, community groups and other agencies such as the Health Service Executive, the Garda Síochána and Partnership Boards.

The services provided are aimed at encouraging tenant involvement in the decision making process and creating a sense of partnership between the Council and the Community.

The main activities under Housing and Residential Services are:

- Construction and Acquisition of Houses/Apartments
- Regeneration/Refurbishment Programmes.
- Provision of Affordable Housing.
- Allocation of rented dwellings
- Facilitation of and Financial Support for Housing Associations
- Rent to Buy Scheme
- Assessment and collection of rents.
- Traveller Accommodation
- Maintenance and Estate Management of Rented Dwellings
- Social Inclusion Strategies and Measures.
- Community Development including Tenant Training
- Welfare Services to Tenants.
- Management of Private Rented Sector
- Homeless Services
- Project Management
- Environmental Health Service

There are 1,200 staff in the Department: 570 administrative/professional and 630 outdoors.

Housing Development

Tel 222 0300, Fax: 222 2486
Senior Executive Officer Tel: 222 2059

The City Architect's Division and the Chief Quantity Surveyor's Division provide the professional advice and assistance in the design and implementation of the various programmes.

Construction and Acquisition

Senior Executive Officer- Tel- 222-2059
Administrative Officer- Tel – 222-2040- Fax- 222-2797

This section delivers social housing through construction of units, acquisition of properties or through the long term leasing of private properties initiative. All projects are provided following approval for inclusion in the Social Housing Investment Programme from the Department of the Environment Heritage and Local Government.

The City Architect's Division and the Chief Quantity Surveyor's Division provide professional advice and assistance in the design and implementation of the various programmes.

Area Regeneration Programme

The Area Regeneration Programmes targets specific areas for attention. The Council works closely with communities involved to identify priorities and develop a co-ordinated plan for improvements. Works undertaken on the programme include the provision of central heating, replacement windows and general precinct improvements such as landscaping and street lighting.

Remedial Works Programme

The remedial works Programme generally involves the comprehensive refurbishment of older City Council housing stock. Projects are dependent on approval for inclusion in the Social Housing Investment Programme from the Department of the Environment Heritage and Local Government.

Affordable Housing and part V

Senior Executive Officer- Tel. 222 2553
Administrative Officer Tel: 222 2454

This section deals with private developers on the implementation of Part V of planning legislation whereby the City Council may acquire up to 20% of all new Private Residential Developments for Social and Affordable Housing.

Voluntary & Co-Operative Housing

Administrative Officer Tel: 222 2065- Fax: 222 2797

This unit facilitates Approved Housing Bodies to access funding from the Department of the Environment, Heritage and Local Government through the Capital Funding and Leasing schemes for approved housing bodies. Dwellings provided under these funding schemes are allocated to housing applicants on the City Councils housing waiting list. The unit also provides information, guidance and advice to the Voluntary & Co-Operative Housing Sector.

Project Management Unit



Senior Executive Officer – 222 5153 Fax 222 2486
Senior Staff Officer – 222 5239

This unit manages the regeneration of Housing Regeneration Projects including those which were originally intended to be procured through the public private partnership approach.

Rental Accommodation Scheme

Senior Executive Officer – Tel: 222 5026

The Rental Accommodation Scheme is an initiative whereby the The Council source property from the private rented sector for applicants you are in receipt of Rent Supplement for 18 months or more.

The key elements of the scheme are:

- Local authorities will pay the full rent to the landlord on behalf of the tenant
- Landlords must register tenancies with the Private Residential Tenancies Board

.The tenancies are governed by the Residential Tenancies Act 2004

- The property must meet minimum standards for private rental accommodation
- Deposits are **not** required since the local authority has entered into a contract with the landlord.

City Architect's Division

City Architect's Division Tel: 222 3526, Fax: 222- 2084
City Architect Tel: 222 3322

The professional and technical staff of the City Architect's Division are involved in supervisory, advisory and administrative capacities in all aspects of civic design, residential provisions and construction matters.

Deputy City Architect –
Housing Programme Tel: 222 3944

Deputy City Architect –
Urban Design/Renewal Tel: 222 3563

Deputy City Architect –
Area Regeneration Programme - Tel: 222 3323

Administration –

Senior Executive Officer- Tel; 222 5081
Senior Staff Officer Tel: 222 3504

Quantity Surveyor's Division

Tel: 222 3632 / 3633 / 3608, Fax: 222- 7374
Chief Quantity Surveyor Tel: 222 3326

The Quantity Surveyors are Dublin City Council's Building Economists/Construction Cost Consultants, who advise on the probable cost of construction schemes and on the costs of alternative designs. Quantity Surveyors offer cost advice, operate a cost monitoring service and seek to achieve value for money on construction projects.

As a Division within Housing & Residential Services, the majority of construction projects undertaken are of a residential nature. The Division has, over the years, also developed expertise in the procurement and construction of civic centres, office developments, libraries, galleries, fire stations etc. and the refurbishment and restoration of the city's historic buildings.

The Quantity Surveyors Division is responsible for compiling and operating the official Panel of Consultant Quantity Surveyors for Dublin City Council.

Assistant Chief Quantity Surveyors
Tel: 222 3634 / 3627 / 3615

Dangerous Buildings Section

Tel: 222 2222, Emergency Tel: 670 7316, Fax: 222 2084
Architect in Charge Tel: 222 3521

Where Dublin City Council becomes aware of any structure that is, or is likely to be dangerous, an Inspector from the Dangerous Buildings Section carries out an investigation. Appropriate action is taken to eliminate the danger.

Structural Engineering Section

Tel: 222 5095 – Fax: 222 2999

This Section provides Engineering Support for the various aspects of Housing provision and management.

Homeless Services Section

Parkgate Hall, 6-9 Conyngham Road, Dublin 8. Tel: 703 6100, Fax: 703 6164

Homeless Services is responsible for the development and implementation of the Dublin City Council's Policy on homelessness.

Homeless Services Section is committed to active participation in advancing the targets contained in "Pathway to Home 2010", which outlines the implementation of the National Homeless strategy, in tandem with The Homeless Agency, Voluntary Sector and other Statutory Agencies.

Senior Executive Officer Tel: 703 6114

Hostels Service:

The following Supported Accommodation is provided by the Homeless Services Section of Dublin City Council: -

- Maple House, 595 North Circular Road provides transition accommodation, for periods of approximately six months, for thirty-four men.
- Beech House, 61 Amiens Street offers a similar service to thirteen couples.
- Oak House, 55 Benburb Street provides long term support & care to thirty-four men, some with high dependency needs.

Hostels Supervisor Tel: 887 9609

Private Sector Accommodation:

Another service provided by Homeless Services is the sourcing and assessment of emergency accommodation, which is owned and managed by the private sector. In partnership with Environmental Health and Dublin Fire Brigade, personnel ensure that proper standards are reached for the families and individuals in these properties, in addition to directly monitoring the conditions and advising on the upgrading of these units.

Night Transport / Street Outreach:

This service for rough sleepers operates seven nights a week, from 10:00pm to 2:00am, and is managed by Homeless Services.

Regional Housing Officer Tel: 703 6119

Resettlement:

The purpose of this programme is to provide continuity of service to clients, from the homeless stage to final settlement. Staff work with both those who are moving off the streets into accommodation and families who are presently in emergency accommodation. They also assist people who are resident in hostels.

Team Leader, Resettlement Services Tel: 703 6124

Supported Permanent and Transitional Accommodation:

Homeless Services manages and supports three permanent and two transitional properties which provide accommodation for people who were previously homeless.

Senior Project Officer Tel: 703 6116

Homeless Agency

Parkgate Hall, Conyngham Road, Dublin 8 Director Tel: 703 6101, Fax: 703 6070

The Homeless Agency was established as part of the government strategy to tackle homelessness. The Agency is responsible for the coordination of services to homeless people in Dublin and for leading those services in the implementation of the three-year action plan on homelessness in the area. The plan aims to ensure the elimination of homelessness through the improvement of services the development of strategies to prevent people from becoming homeless in the first place. Agency staff work in close cooperation with all services but particularly with the health services and Dublin City Council, with whom administrative offices are shared. The Agency operates under the direction of a Board, comprising representatives from the four Dublin Local Authorities, the health services, FAS, VEC, Probation and Welfare Services and the voluntary sector.

Housing Management Services

Tel: 222 3652 Fax: 222 2797

Senior Executive Officer Tel: 222 3517

Administrative Officer Tel: 222 3904

This Section provides an administrative service to the Housing Management Team. It also provides services for the Area Committees, the Strategic Policy Committees and City Council meetings. It is also involved in the training and development of over 1000 staff in Housing and Residential Services

Allocations and Transfers

Tel: 222 0300, Fax: 222 2030

Senior Executive Officer Tel: 222 5458

Administrative Officer Tel: 222 2061/62

The Allocations Section is responsible for the letting of accommodation to applicants on the City Council's Housing and Transfer Lists and to homeless persons and provides housing advice to all applicants. Dublin City Council is required to undertake an Assessment of Housing Need every three years

Housing List

Tel: 222 2201 Fax: 222 2030

In order to be eligible for inclusion on the Housing List an applicant must, in the opinion of the City Council, be in need of housing and be unable to provide housing from his/her own resources.

The order of priority on the Housing List is determined by a pointing system which is set out in the Scheme of Letting Priorities as adopted by the elected members of the City Council and approved by the Minister for the Environment, Heritage and Local Government. The Scheme makes provision for urgent cases to be awarded overall priority for housing without reference to points.

Vacancies & Lettings

Tel: 222 2207

When dwellings become available for letting they are let to applicants who are deemed to be next for an offer of suitable accommodation having regard to the Scheme of Letting Priorities.

Transfer List

Tel: 222 2203

Tenants of Dublin City Council who have two years tenancy are eligible to apply for a transfer to another dwelling.

The order of priority on the Transfer List is also determined by a pointing system as set out in the Scheme of Letting Priorities. The Scheme makes provision for urgent cases to be awarded overall priority for housing without reference to points.

Housing Advisory Service

Tel: 222 2829 Fax: 222 2030

Housing Advisors -Tel: 222 2928

Housing Advisors provide a comprehensive housing advisory service to housing and transfer applicants and to existing tenants of Dublin City Council.

The Housing Advisors are available to meet applicants during the office opening hours of

9.30 a.m. – 4.00 p.m. including lunchtime (Mon-Fri.)

Homeless

Tel: 222 2205 Homeless Officer Tel: 222 3848

Homeless persons are categorised as urgent overall priority cases in the Scheme of Letting Priorities. Where a suitable dwelling is not readily available, homeless persons are provided with temporary accommodation (hostels or bed & breakfast) on an ongoing basis by the Homeless Unit of the Northern Area Health Board.



Rents Section

Tel: 1800 67 95 55, Fax: 222 2490
Administrative Officer Tel: 222 2034

The Rents Section is responsible for the assessment and collection of rent on all Dublin City Council tenancy dwellings and for the management of tenant purchase accounts.

Rent Assessment & Accounts

Rents Section

Tel: 1800 67 95 55, Fax: 222 2693
Administrative Officer Tel: 222 2034

The Rents Section is responsible for the assessment and collection of rent on all Dublin City Council tenancy dwellings and for the management of tenant purchase accounts.

Rent Assessment & Accounts

Tel: 222 2211, Fax: 222 2693
Senior Staff Officer Tel: 222 5131

Under the Differential Rent Scheme the weekly rent charge is based on the assessable income of all members of the household. An additional weekly charge is added to the rent in the case of tenants who are provided with central heating.

Rent Collection & Arrears Management/ Tenant Purchase Accounts

Tel: 222 3846 Fax: 222 2963

Dublin City Council provides its tenants with a number of payment methods including the Bill Pay System, Household Budget operated through an Post and most recently Direct Debit which is operated through the bank. Payment can also be made at the Cash Office in the Rents Section. The Cash Office is located on the Ground Floor, Block 1, Civic Offices.

Home Options Service

Tel: 222 0300 , Fax 222 278
Senior Executive Officer 222- 2058/59

Shared Ownership and Affordable Housing

Senior Staff Officer- 222-5126

The Shared ownership scheme is designed to enable persons on low to middle incomes who would not otherwise qualify for a mortgage to obtain a house of their choice. The purchase is financed by part mortgage and part rental equity. The applicant is required to take at least 40% mortgage of the purchase price and rents the remainder from Dublin City Council. This Section also operates as an Estate Agent for the sale of **Affordable Housing** to qualified candidates.

Tenant Purchase/Schemes

Tel: 222 2199, Fax: 222 2778
Senior Staff Officer Tel: 222 2434

Dublin City Council operates the tenant purchase scheme enabling tenants to purchase their local authority house.

Mortgage Allowance Scheme



Tel: 222 2634 Fax: 222 2778

Tenants and tenant purchasers who surrender their existing dwelling to the Local Authority and provide their own accommodation by securing a loan in excess of €38,092 can avail of a subsidy of €11,450 towards mortgage repayments. The subsidy is payable over five years direct to the lending institution.

Home Improvement Loans

Tel: 222 2195, Fax: 222 2778

Dublin City Council advances loans towards the improvement of dwellings. The loan is 90% of the cost of the works subject to a maximum of €38,000. The maximum loan for tenants is €15,000.

Housing Adaptation Grants for People with a Disability, Mobility Aids Grants, Housing Aid for Older People

Tel: 222 2195 Fax: 222 2617

Administrative Officer: 222 2575

Senior Staff Officer: 222 2637

Housing Adaptation Grants for People with a Disability and Mobility Aid Grants are means-tested grants available to qualified applicants to carry out reconstruction or improvement works on private houses in order to provide suitable accommodation for a member of the household who has a disability. Housing Aid for Older People is a means-tested grant intended to secure essential repairs that will prolong the useful life of a house instead of requiring the elderly occupants to seek local authority accommodation. Applicants should be over sixty years of age to qualify and be living on their own or residing with a spouse or other person aged sixty-or over.

Loan Accounts

Tel: 222 2434, Fax: 222 2778

Senior Staff Officer – 222 2640

The Accounts Section is responsible for the management of over 3,000 loan accounts. The activities includes the managing and monitoring of Loan Accounts, receiving and recording payments through the cash office and from the banks through electronic transfer, setting up new loan accounts, issuing statements, implementing changes of interest rates, applying Rental Subsidy to Accounts, dealing with Mortgage Protection and providing loan redemption figures. This section also deals with tax relief at source.

Mortgage Support Unit

Tel: 222 2269, Fax: 222 2778

Senior Staff Officer – 222 5375

The Mortgage Support Unit is responsible for the monitoring and follow up action on loan accounts in arrears. This includes formulating new payment agreements e.g., pay interest only for a short period. Where necessary this Unit instigates legal proceedings for repossession.

Housing Maintenance & Estate Management

Tel: 222 2222, Fax: 222 2487

Senior Executive Officer Tel: 222 2048

Administrative Officer Tel: 222 2626

Administrative Officer (Finance) Tel: 222 3923

The maintenance and repair of the City Council Housing stock is the function of the Housing Maintenance Section. Work is carried out by direct labour from 8 area depots.

Housing Maintenance Depots are located at: -

Ballymun	Tel: 222 7348/ 222 7347
Ballyfermot (Garryowen Road)	Tel: 626 4606/ 6236440
Cabra	Tel: 222 7330
Coleraine Street	Tel: 222 7338
Cork Street [Sundrive Road]	Tel: 454 5981
Coolock,	Tel: 222 7814
Mark's Lane	Tel: 222 7579
Portland Row	Tel: 855 4380

Repair Requests

We handle requests for repairs from Dublin City Council's tenancies. Requests are received from tenants and from public representatives and are prioritised and logged. The local maintenance depots follow up on the repair requests.

Tenant Participation/Involvement

Housing Estate Officers are assigned to meet with tenants and tenant associations on a regular basis to discuss matters such as new lettings and maintenance complaints and are generally involved in building up strong communities in our Estates.

Anti-social Behaviour

Area Housing Manager Tel: 222 3830

Dublin City Council has adopted a very strong position in relation to anti-social behaviour, in particular drug activities. Court Orders and evictions are sought in all cases where tenants or members of their household are involved or allow their dwellings to be used for drug dealing. Tenants evicted will be regarded as having deliberately rendered themselves homeless and will not be re-housed by Dublin City Council. Complaints of anti-social behaviour in relation to drugs and other very serious problems are fully investigated by the Area Offices and the Anti Social Behaviour Unit and appropriate strong action will be taken.

Legal Proceedings

Legal proceedings in Estate Management are vitally important and a separate unit in the Civic Offices deals with all aspects of this to ensure that such proceedings are carried out as swiftly and effectively as possible.

Community Development Section:

Tel. 222 3428 F. 222 2396

Community Development Officer 222 3327

The Community Development Section is responsible for: -

- Services for Older Persons
- Community Education & Recreational Centres
- Strengthening the participation/involvement of residents
- Financial support for Community Projects
- Community Development Section Staff work in local area teams.

- The teams work in partnership with local people, statutory and voluntary agencies, to set up and support activities and structures e.g. Tenants & Residents Associations, Community Pre-School Playgroups, Senior Citizen's Committees, Summer Projects, Community Festivals, Women's/Men's Development Groups, Environmental Groups and Sporting Groups.
- Support is provided in identifying local needs, training in operating local organisations and committees, funding, networking and group work.
- The staff also works with various other initiatives such as the Integrated Area Plans, Social Inclusion and Estate Management measures, Young Peoples Facilities & Services Fund Projects, Local Drugs Task Forces, Local Partnerships and the R.A.P.I.D. Programmes.

Assistant Community Development Officers

Central Area Unit 222 3307

South East Area 222 3411

Finglas Area 222 5295

South Central Area 222 3404

North Central Area 222 5091

Grant Scheme

The important work being done by local community groups is supported by a grant scheme. Grants are available for a broad range of activities & amounts given depends on level of activity, number of people involved etc.

Community Education Support

Finance is available under our community education grants scheme to support locally based education programmes, examples being: -

- Household management
- Cooking on a budget
- How to manage money
- Interior décor – DIY
- How to keep a garden
- First Aid
- How to use recycled goods – Aromatherapy
- Arts & Crafts – Art
- Home furnishing – Drama

All classes are prioritized to newly developing communities and major housing re-development programmes.

All classes are: -

- Informal
- Friendly
- Practical
- Informative

Our classes are held in over 70 local community venues around the city each year.

Older Persons Services

- Facilities and services for elderly persons, mainly in Sheltered Housing Complexes, have been provided over many years and this section now manages 3,000 units. Each complex is connected to a permanent monitoring service and serviced by Sheltered Housing Liaison Officers. Meals are cooked and served on site in many of the complexes by voluntary committees/statutory agencies in co-operation with staff of this unit, who also organise a range of social activities for the residents. Similar voluntary committees organise social clubs for elderly persons in the wider community. Grant aid is available to the committees under miscellaneous Community Grant Scheme. Laundry facilities are also provided in most of the complexes for the benefit of our residents. Local day care facilities are being provided where possible in conjunction with local service providers.

Community Recreation Centres

A number of recreation centres are managed by The Community Development Section. These centres are based in local areas, Cherry Orchard, Coolock, East Wall, Sherriff Street, Cabra, Dorset Street, Hardwicke Street, Georges Place, Blackhall Place and Donore Avenue. In each of these centres our community recreation staff provide varied youth, sport and recreation programmes to children and young people. This includes the provision/support of:

- Play schools
- Youth clubs
- Dance classes
- Drama classes
- Multi-sport activities
- Environmental Projects

These centres cater for approximately 800 children and young people on a weekly basis.

Children's Services Unit

Senior Executive Officer Tel: 01 222 2738 Fax: 01 222 2162
Play Development Officer Tel: 01 222 5396

The Children's Services Unit works to promote awareness of children's/young people's needs including play development / access to quality childcare and making Dublin a better place for children and young people. The Unit works closely with other internal city council departments and outside agencies such as Dublin City Children's Services Committee, Dublin City Play Plan Steering Group and Dublin City Childcare Committee. It is also responsible for running the Dublin Comhairle na nÓg.

Housing Welfare Section/Social Work Section

Tel: 01 222 2233 Fax: 01 222 2699
Chief Welfare Officer/Head Social Worker 222 3308

The Housing Welfare Section is Dublin City Council's Social Work Service. The Social Workers in this section provide a social work service to tenants,

tenant purchasers, and potential tenants of Dublin City Council. The Social Workers are area based.

There is a daily social work duty service from 9:15 am to 12 noon at the Welfare /Social Work Section and from 2.15pm to 3.30pm where individuals can access a duty Social Worker/Housing Welfare Officer. This is a free walk in service.

The Exceptional Social Grounds Scheme for housing and transfer applicants is administered by the Chief Welfare Officer/Head Social Worker. The Chief Welfare Officer/Head Social Worker will assess the applicant's case and may/may not recommend a priority or points, depending on exceptional factors involved in the case.

Dublin City Council provides a Neighbour Mediation Service to Dublin City Council tenants, tenant purchasers and non-tenants residing in Dublin City Council Estates, Group housing schemes and halting sites. This service is based in the Housing Welfare Section. Mediation offers an alternative way of dispute resolution for people involved in neighbourhood rows and conflicts, which, if unaddressed, can develop into serious estate management issues. The Service is voluntary and confidential. People can apply to avail of this service through their local Dublin City Council area office.

Social Inclusion Unit

Tel: 222 3139 : Fax. 222 2699

Email: socialinclusion@dublincity.ie

The aim of this unit is to combat Social Exclusion by targeting our resources at those most in need, in areas of high disadvantage and preventing further risk of exclusion for those who are vulnerable.

The Unit continues to identify new and innovative opportunities in tackling social exclusion having regard to National Policies, including the National Anti-Poverty Strategy and fosters their integration within Dublin City Council's existing activities.

Projects and Activities undertaken to date include:

- Facilitating the provision of quality childcare facilities in Council housing estates and flat complexes in partnership with statutory agencies and community/voluntary bodies.
- Producing a booklet outlining the services provided by the Council for people with disabilities, which is also available on-line on www.dublincity.ie and/or www.dublin.ie
- Producing a quarterly Newsletter (also available on - line) on Social Inclusion issues and news and promotes an awareness of social inclusion.
- Continuing to develop Community Networks and providing finance and support at local level to deliver a range of programmes, research and strategies.

Social Inclusion Manager Tel: 222 5081

Traveller Accommodation

Tel: 222 3301 Fax: 222 2699

Senior Executive Officer Tel: 222 3384

Dublin City Council has been involved in the provision of suitable accommodation for Travellers since 1968. To date the following accommodation has been supplied: -

185 Group Housing Units.

126 Official Halting Bays with accommodation for 2 Caravans in each Bay, and approximately 200 Traveller Families living in Standard Accommodation. The programme is ongoing and there are plans to provide up to 118 Units over the next 5 years.

Over the past few years the importance of the community aspect of Traveller Accommodation has become more relevant and accordingly the Traveller Accommodation Unit has provided community halls and pre schools facilities on many of Dublin City Council's bigger sites.

The section liaises on an ongoing basis with both the Department of the Environment, Heritage and Local Government, The Department of Education and Science and the Health Services Executive as various commissioned reports on Traveller Welfare has identified the issues of accommodation, health and education as the main areas of concern. Without proper accommodation Travellers will not have good health or access to education - so it is vital that Dublin City Council delivers the necessary accommodation programme. The Community Development Programme is ongoing. It is envisaged that the situation will arise where Travellers will form their own residents associations with democratically elected spokes persons who will represent them and promote their interests with the various statutory bodies on a fair and equal basis.

The Traveller Accommodation Programme, Year 2009 - 2013 adopted under the 1998 Housing (Traveller) Accommodation Act, The Housing (Miscellaneous Provisions) Act 2002, Local Government Act 2001 and the Planning and Development Acts 2000 and 2001 specifies targets to be met in the period 2009 – 2013.

Service Points:

Maintenance, repairs and other queries 222 5290

Office of the Director of Community and Enterprise

Director Tel: 222 2148

The Dublin City Development Board (DCDB) was established under the Local Government Act to strategically integrate the work of Local Government, local development agencies and statutory services within Dublin City. The DCDB is led and facilitated by City Council through the Office of the Director of Community and Enterprise. This Office is managed by a Director of Service employed by the City Council. As a multi-agency partnership Board the DCDB represents an exciting development in local governance and planning. The Board has members from four sectors:

- Local Government
- Statutory Agencies
- Local Development Agencies
- Social Partners (Business, Trade Unions and Community Organisations)

The DCDB published an agreed ten-year Economic, Social and Cultural Strategy for the City in July 2002, entitled 'Dublin – A City of Possibilities (2002 – 2012)'. Approved by the Board and City Council, the Strategy reflects the issues, concerns and priorities raised through an extensive period of consultation with the people who live, work, socialise in and manage the City.

It is divided into fifteen themes ranging from economic development to green issues and from urban governance to safety on the streets. At the heart of the Strategy is the concept of creating and sustaining self-sufficient neighbourhoods within the City.

The Strategy has been supplemented by a handbook entitled 'Action for Dublin' which sets out how you can get involved in helping to implement the Strategy either as a public agency, private enterprise or a community or voluntary organisation. Copies of both the Strategy and 'Action for Dublin' can be downloaded from the web portal www.dublin.ie. The web portal will also provide information on joining the City Civic Forum or registering with a Think Tank depending upon your area of interest.

A number of key objectives as outlined in the strategy are already well underway. These include:

- **An enhanced web portal for the City**, www.dublin.ie, which has been a major achievement in helping the citizens of the City become more informed, in particular about the democratic processes of the City. The free email and free web space offered within the portal has paved the way to better connected neighbourhoods, and greater ease for Community Groups to network and develop.
- The **development of Comhairle Na nÓg** for Dublin (Young People's Council) which has helped to extend the democratic process to our younger citizens and encourage participation in decisions that affect their life in the city.
- The work of the **SIM Group** (Social Inclusion Measures group), in developing and monitoring interagency action plans for social inclusion.
- A **neighbourhood mapping** process to fulfill the commitment to deliver a 'City of Neighbourhoods'.
- The development of the '**Learning City**'.
- The creation of greater citizen participation in decision making through the establishment of a **civic forum**.

The Office of Director of Community & Enterprise continues to manage the implementation of the **RAPID** programme in eight areas of the City (Revitalising Areas through Planning, Investment and Development). The Office also became



responsible for the management of the Social Inclusion Unit within Dublin City Council.

Environmental Health Unit.

Tel: 222 5393 Fax: 222 2431

Principal Environmental Health Officer	222 3738
Senior Environmental Health Officer	222 3749
Senior Environmental Health Officer	222 3756

The Environmental Health Unit is responsible for the inspection of private rented houses to ensure that they comply with legislation governing standards in private rented houses. Where standards are not complied with, enforcement action can be taken including the service of an Improvement Notice, Prohibition Notice and instituting legal proceedings against the landlord.

The Environmental Health Unit ensures that where a public health nuisance exists, a notice is served to abate the nuisance. Where the nuisance is not abated, legal action may be taken under the Public Health Acts.

HUMAN RESOURCES DEPARTMENT

Block 4, Floor 4, Civic Offices Tel: 222 3041, Fax: 222 2491
Human Resources Manager Tel: 222 2014
Executive Manager Tel: 222 2012

The Human Resources Department is committed to achieving the objectives of Dublin City Council by delivering effective Human Resource Management to the highest standard through sourcing, developing and enabling staff at all levels.

Policy and Administration

The objective is to develop and implement appropriate human resources policies in line with existing legislation and best practice.

Senior Executive Officer Tel: 222 2015
Senior Staff Officer Tel: 222 5802

Workforce Planning & Recruitment

This section ensures that the staff requirements for the organisation are met through open, fair and transparent recruitment practices.

Administrative Officer Tel: 222 5280
Senior Staff Officer Tel: 222 5096

Industrial & Employee Relations

The objective is to foster good industrial relations at corporate level and to promote the resolution of issues at local level to maximise service delivery.

Senior Executive Officer Tel: 222 3032
Administrative Officers Tel: 222 5067/222 2320/222 2358
Senior Staff Officer Tel: 222 2361

Pension Entitlements

This section provides staff members with accurate information regarding their retirement entitlements and to arrange the payment of same.

Senior Staff Officer Tel: 222 2349

Health & Safety

9 Merchant's Quay

The objective is to ensure that the organisation and its employees comply fully with Health & Safety Corporate Policy.

Health & Safety Officer Tel: 222 5201
Assistant Health & Safety Officers Tel: 222 2948/222 5437/222 6820
Administrative Officer Tel: 222 5159

Training and Development

The objective is to promote organisational and individual learning.

Senior Executive Officer Tel: 222 2781
Administrative Officer Tel: 222 3096/222 3767
Senior Staff Officers Tel: 222 3048 / 3767 /5803

Equality

The objective is to foster an ethos of Equality and to promote a positive working environment.

Equality Officer Tel: 222 3136
Senior Staff Officer Tel: 222 3051

Partnership

The objective is to foster meaningful partnership between union, management and staff to achieve organisational and employee goals.

Partnership co-ordinator Tel: 222 5151
Partnership Facilitator Tel: 222 5158

Staff Support Services

First Floor, Wellington Quay Tel: 222 5140

The objective is to provide a readily accessible, comprehensive information and counselling service to staff members and their families.

Staff Counsellors Tel: 222 5142 / 222 5143 / 222 5144

PMDS Unit.

The objective of this unit is to facilitate Performance Management Development System throughout Dublin City Council.

PMDS Co-Ordinator 222 2781
Administrator 222 2363

Classes of records held by Human Resources Department:

- Personal Records: Employment history, medical assessment, leave, training, disciplinary, salary increments, overtime.
- Reports: Health and Safety, Staff Welfare
- Recruitment and Selection: Advertisements, Interview Board Recommendations, Qualifications and Conditions of Employment, contracts administration
- Staff Structures, Establishment, D.O.E. Circulars, Pay Scales, Allowances
- Application Forms/CVs
- Medical Assessments
- Correspondence on offer of positions
- Information on promotions and subsequent manager's orders
- Discipline Records
- Particulars of Offices
- References
- Incremental Details
- Job Sharing/Career Breaks and Special leave
- Superannuation
- Birth Certificates
- Examination results
- Probation details
- Information from previous employers
- Resignation details
- Local Appointment Commission (LAC) recommendations
- Contract of employments



INFORMATION SYSTEMS (IS) DEPARTMENT

Block 1, Floor 9, Civic Offices Tel: 222 2240, Fax: 222 2229
Email: is@dublincity.ie

Executive Manager ICT Tel: 222 2001

The Information Systems (IS) Department delivers Information and Communications Technology to Dublin City Council, providing services under four key areas: Service Delivery, Technical Support, Application Support, Project Management. Services are provided under Service Level Agreements agreed with the client Departments using international ITIL standards. ICT Projects are managed under international best practices and agreed corporate structures. Over 3,800 users are supported in more than 57 specific applications at 170 locations throughout the city.

Executive Manager ICT Tel: 222 2001

Assistant ICT Manager Service Delivery Tel: 222 3266

Assistant ICT Manager Technical Service Support Tel: 222 3922

Assistant ICT Manager Application Support Tel: 222 2314

Assistant ICT Manager Projects Tel: 222 2310

LAW DEPARTMENT

Civic Offices, Wood Quay

Tel: 222 2241, Fax: 222 2580/ 222/2563 /222 2561

The duty of the Law Agent is to advise the City Manager in relation to the City Council's statutory powers and duties. The Law Agent must be aware of all new legislation and report to the City Manager as to the manner in which it affects the existing powers and duties of the City Council.

Purchase and Disposal of Property

The Law Department deals with all legal work necessitated by the purchase and disposal of property by the City Council, including all necessary conveyancing, which that involves. The Department advises on all aspects of Compulsory Purchase Orders and appears for the City Council at the Public Inquiry should one be held.

Leasing and Tenancies

The Law Department also advises on leasing, whether on long or short term, of City Council property and draws up the necessary leases, licences and tenancy agreements. Under the provisions of the Housing Acts, 1966-1992, the City Council lets houses to persons on the City Council's Housing List. It also transfers houses under various sales schemes to tenants and operates the Shared Ownership Scheme, which assists those unable to purchase a house of their own to buy a portion of a house and rent the remainder from the City Council. All legal work involved in these transactions is carried out by the Department.

Litigation

The Law Department handles the defence of all proceedings brought against the City Council. The Law Department also deals with debt collection for the City Council and deals with all planning, building control, fire safety, housing, bye-law and other prosecutions on behalf of the City Council. All civil litigation is also carried out in the Department. The Law Department deals with numerous legal problems that arise on a daily basis in relation to the workings of various City Council departments and advises on the effects new legislation will have on operations.

Contact/Telephone/Fax Numbers:

Law Agent Tel: 222 3211/3212, Fax 222 2561

Assistant Law Agent Tel: 222 3214, Fax: 222 2561

Senior Solicitors:

Litigation Tel: 222 3240, Fax: 222 2563

Conveyancing 222 3256 Fax 222 2580

Central Claims Unit Tel: 222 3217, Fax: 222 2070

Senior Executive Solicitors:

Litigation Tel: 222 3249, Fax: 222 2563

Conveyancing Tel: 222 5079, Fax 222 2580

Conveyancing Tel: 222 3247, Fax 222 2580

Conveyancing Tel: 222 3278, Fax 222 2580

Conveyancing Tel: 222 3220, Fax 222 2580

Title Registration Tel 222 3213, Fax: 222 2580

Central Claims Unit Tel: 222 3273, Fax. 222 2070



Senior Chief Clerk Tel: 222 3242, Fax: 222 2580

Litigation Section

Chief Clerk Tel: 222 3241, Fax: 222 2563

Senior Legal Assistant

Chancery/ Planning Proceedings Tel: 222 3221, Fax: 222/2563

Legal Assistant

Debt Collection Proceedings Tel: 222 2763, Fax: 222/2563

Conveyancing Section

Chief Clerk Tel: 222 3239, Fax: 222 2580

Senior Legal Assistants

Shared Ownership Scheme

Tel: 222 3225, Fax: 222 2580

Previously Occupied House Scheme

Tel: 222 3246, Fax: 222 2580

Chief Property and Title Researcher

Tel: 222 2828, Fax: 222/2563

Cash Office

Tel: 222 3771, Fax: 222 2580

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

Civic Offices, Wood Quay, Dublin 8. Tel: 222 0400, Fax: 222 2278
Email: planning@dublincity.ie Web: www.dublincity.ie

Dublin City Council is responsible for the orderly development of the City and, through its Planning & Economic Development Department, strives to bring about a sustainable living City, a City in which people can live, work and form communities.

Assistant City Manager Tel: 222 3800
Dublin City Planning Officer Tel: 222 3311
Executive Manager, Planning Tel: 222 3309
Executive Manager, Economic Development Tel: 222 2839
Chief Valuer/ Economic Development Officer Tel: 222 2003
Deputy Dublin Planning Officer
(Development Plan, Forward Planning) Tel: 222 3813
Deputy Dublin Planning Officer
(Development Management, South City) Tel: 222 3628
Deputy Dublin Planning Officer
(Development Management, North City) Tel: 222 3317
Senior Executive Officer, Planning Tel: 222 3310
Senior Executive Officer, Economic Development Tel: 222 3080
Finance Manager Tel: 222 3469

Planning and Economic Development is divided into the following main areas:

- Development Plan
- Strategic Projects
- Local Area Planning
- Development Control/Registry/Decisions
- Planning Enforcement
- Building Control
- Property Management
- Economic Development
- Conservation/Protection of Architectural Heritage
- Archaeology
- Heritage
- Derelict sites
- Planning & Economic Development I.T. Unit

Development Plan

Tel: 222 0400, Fax: 222 2830

The City Development Plan 2005-2011 provides the strategic framework and policy context for the sustainable development of the city. It focuses on the creation of a compact, well connected city at the heart of the region, combined with an enhanced quality of life for existing and future residents. The current City Development Plan was adopted by Council in February 2005 and came into force in March 2005 and a formal report on progress on this plan was made to the Elected Council in 2007 in accordance with the Planning and Development Act, 2000.

The statutory preparation of the new City Development Plan 2011-2017 began in January 2009, including consultation with the Strategic Policy Committees and an Issues paper was produced. Public consultation took place from Jan to March

2009 including a number of public meetings. The Manager's Report on the public consultation was considered by the Elected Members of Council in July 2009 following which directions were given to the Manager for the preparation of the Draft Development Plan 2011-2017. A Strategic Environmental Assessment and Appropriate Assessment to accompany the Draft Development Plan was also produced. The Draft Development Plan 2011 – 2017 was put on public display from December 2009 to March 2010. The City Council will consider the Manager's Report on submissions during the summer and will finalise any amendment to the Draft for public display. It is intended that the new City Development Plan will be made by year end.

Development Plan Team.

Deputy Planning Officer	Tel: 222 3813
Senior Executive Planner	Tel: 222 3491
Senior Executive Planner	Tel: 222 3451
Administrative Officer	Tel: 222 3315

Strategic Projects

Tel: 222 0400, Fax: 222 2830

A key role for the City Council is to facilitate a strategic development approach to the development and renewal of the City, while providing a coherent framework for planning and development at the local area.

The Framework Plan Concept - now widely applied - has proved an adept tool at providing regeneration frameworks to co-ordinate development in local areas, nurturing appropriate specialist economies and developing the diverse character of the city. It has allowed for the introduction of the new economic and cultural activities that have diversified the city's economy in recent years, established new links to local, regional and international markets and introduced new levels of economic competitiveness. Their remit has also facilitated the provision of urban components that have helped to rejuvenate and rebuild the physical structure of the city and improve the quality of life for residents, workers and visitors alike.

Dublin City Planner	222 3311
Senior Planner	222 3319
Senior Executive Planner	222 3451
Senior Executive Planner	222 3491

Development Management.

This section is responsible for the planning application process, which can start with the holding of pre-application meetings and ends with the final decision on An Bord Pleanála in the event of an appeal.

Development Management operates within the framework of the Dublin City Development Plan and is guided by non-statutory plans such as the Strategic Planning Guidelines, Integrated Area Plans and Local Action Plans. In performing this duty, Development Management seeks to harness the creative energies of the development community, civic bodies, architects and the public, to ensure



that new developments, as well as refurbishment and regeneration, contribute to the unique physical character, economic well-being and social and cultural vitality of Dublin City.

South City – South East and South Central
Deputy Dublin Planning Officer Tel: 222 3628

South East Area
Senior Planner Tel: 222 3455
Senior Executive Planners Tel: 222 3441/3481/3484

South Central Area
Senior Planner Tel: 222 3459 Senior Executive Planner Tel: 222 3736/3457

North City – Central, North Central and North West
Deputy Dublin Planning Officer Tel: 222 3317

Central Area
Senior Planner Tel: 222 3487 Senior Executive Planners Tel: 222 3476/3489

North Central Area
Senior Planner Tel: 222 3446
Senior Executive Planner Tel: 222 3501/3486

North West Area
Senior Planner Tel: 222 3446

Registry/Decisions

Block 4, Ground Floor, Civic Offices Tel: 222 2149 Fax: 222 2675
Administrative Officer Tel: 222 3465
Public Counter Tel: 222 2149

Each application for planning permission must be accompanied by a completed application form and appropriate fee. Application forms are available in Dublin City Council offices or on the website at www.dublincity.ie, the notes to the application forms specify the drawings and other information required to be submitted with a valid application. A planning application must comply in full with the requirements of the Planning & Development Regulations 2001 or else the application will be declared invalid and returned to the applicant. Dublin City Council is obliged to make a decision in relation to a planning application within eight weeks of receipt of the application itself. Failure to comply with these time constraints will result in permission being granted by default. Within this time Dublin City Council may seek additional information or clarification of additional information in relation to an application under consideration. Dublin City Council then has a further four weeks to consider the application beginning on the date of receipt of the additional information or the clarification of additional information. There is provision for Dublin City Council to extend the time period for considering applications in certain circumstances.

Planning Fees

A fee is payable with the planning application. The amount of the fee depends on the type of development proposed and the type of permission being sought. Full details of current fees are given in the explanatory notes to the application form.

Publication of planning applications and decisions

A list of all the planning applications received, decisions made by Dublin City Council, appeals received by An Bord Pleanála, and decisions of An Bord Pleanála is published each week.

The planning lists are available in Dublin City Council's Civic Offices, in the local libraries and on Dublin City Council's website. The list is also available, free of charge, via e-mail to interested groups, individuals or companies. A hard copy of the list circulated by post is also available for an annual fee of €400 (or €100 for Resident Associations/Community Organisations).

Environmental Impact Statements (E.I.S.)

Certain major public and private projects, including local authority developments, which are likely to have significant effects on the Environment must be subject to an Environmental Impact Assessment. A free leaflet is available in the public office which explains the procedure. Where a planning application is accompanied by an E.I.S., this will be stated in the public notice, and a copy of the E.I.S. can be inspected at the public counter and the E.I.S. must include a non technical summary and can be purchased at a reasonable cost.

Objections and Representations in relation to Planning Applications

Any person may make submissions or observations in writing to Dublin City Council in relation to a planning application, provided it is received by Dublin City Council within five weeks beginning on the date the application was lodged, and provided it is accompanied by a fee of €20.

All objections or representations are held on the planning file and are available for public inspection. Representations relating to the proper planning and development of the area are taken into consideration before a decision is made on the application. Persons who make representations or objections are notified of Dublin City Council's decision on the application. Copies of all documents and reports on a planning file can be obtained free of charge on request (except for drawings, for which a fee is payable).

Consideration of Planning Applications

Planning applications are referred to the Dublin Planning Officer. With the assistance of the Area Planning Officers, and having regard to any technical reports received from other departments of Dublin City Council or statutory bodies and representations received, he makes a recommendation to the City Manager. Internal Reports and Planners Reports are available for inspection after a decision is made on an application.

In making a decision the Planning Authority is restricted to considering the proper planning and sustainable development of the area, regard being had to the provisions of the Development Plan and the preservation of amenities.

Appeals

Generally, a decision of a Planning Authority may only be appealed to An Bord Pleanála by either the applicant or by a person or body who made a valid representation on the application. The Board may also allow an appeal from an adjoining neighbour in certain circumstances.

An appeal must be made in writing to: - The Secretary, An Bord Pleanála, 64 Marlborough Street, Dublin 1

The appeal must be fully complete from the start and include payment of the relevant fee - you are not permitted to submit any part of it later on, even within the time limit.

Access to Planning Records

A register on microfiche is kept by Dublin City Council and contains particulars of all planning applications, decisions of the Planning Authority and An Bord Pleanála since 1964.

The register is available for consultation in the planning offices free of charge. Individual planning application files are available for public inspection for a period of 5 years. Archive files (over 5 years old) can be inspected subject to payment of a fee of €52. A certified extract from the register can be obtained for a fee of €9.25.

Development by Dublin City Council

Developments by Dublin City Council within its own area are covered by Regulations under Part XI of the Local Government (Planning & Development) Act 2000.

Such developments include housing, roads and sanitary services construction projects and various other undertakings, the estimated cost of which exceeds €126,000. Works of maintenance and repair are exempt from this requirement. Dublin City Council publishes a notice in the public press and erects a site notice which gives a description of the proposed development and invites the public to view the plans in Dublin City Council's offices for a period of four weeks. Submissions and observations with respect to the proper planning and development of the area may be made during this time and up to two weeks after the plans have been on display.

Following the display of the plans, all submissions received are considered and a report is presented to the Council. The report will indicate whether it is proposed to proceed with the development, to proceed as varied or modified in a manner indicated in the report, or not to proceed with the proposed development. Persons or interested bodies who made submissions in relation to the proposed development are notified of the Council's decision.

Planning IT Unit

The unit is responsible for supporting IT systems within the department and also provides training on systems within the Planning Department.

All mapping associated with the Development Plan is also produced in the unit.

Comprehensive details of planning applications and decisions are available on Dublin City's web site. This allows users to search for planning applications by address or by locating the property on a map. It is also possible to view all relevant planning documentation associated with a planning application.

Senior Systems Officer

222 3585

Planning Enforcement

Block 4, Floor 2, Civic Offices Tel: 222 0400, Fax: 222 2669

The main objectives of planning enforcement section are:

(a) To ensure that developments are carried out in compliance with the planning permission granted.

- (b) To take appropriate enforcement action in cases where a development (including a material change of use) has been or is being carried out without permission or in breach of permission granted.
- (c) Ensure the completion of housing development to a satisfactory standard with regard to water, drainage, roads, footpaths, open spaces etc.

Planning permissions may impose conditions including financial contributions and the submission of security for a development. Before occupying a new development each person should request their solicitor to obtain confirmation from the planning authority that all such conditions have been complied with.
Planning Enforcement Manager Tel: 222 3316
Assistant Planning Enforcement Manager Tel: 222 3941

North Central / North West Areas

Planning Enforcement Officer Tel: 222 3121/3118

Central Area

Planning Enforcement Officer Tel: 222 3116/3119

South East Area

Planning Enforcement Officer Tel: 222
3120/3123/3124

South Central Area

Planning Enforcement Officer Tel: 222 3117

Protected Structures

Planning Enforcement Officer Vacant

Building Control

Block 4, Floor 2, Civic Offices Tel: 222 0400, Fax: 222 2669

The City Council's functions under the Building Control Act 1990 are spread over two Departments: Fire safety matters in relation to Fire Safety Certificates are dealt with by Fire Prevention Section; the other 11 Parts of the Building Regulations are dealt with by the Building Control Division of the Planning Department.

The main work of the Division involves the monitoring of construction activity in the city in order to secure the health, safety and welfare of people in and about buildings, the provision of the special needs of the disabled and the conservation of fuel and energy in relation to buildings.

The Building Control Acts 1990- 2007 and the current Building Control Regulations 1997-2009 require developers to submit Commencement Notices for any works which require a Planning Permission or a Fire Safety Certificate and require an application for an Access Certificate for works which require a Fire Safety Certificate.

The objective of Building Control is to promote good practice in the design and construction of buildings. While the primary responsibility for compliance with the regulations rests with the owners, designers and builders of developments, the City Council has power to request and to analyse design documentation and inspect buildings.

Building works are selected and monitored by way of site inspections. Failure to comply with the Building Control Regulations can also lead to summary proceedings in the District Court.

A Public Register of Information in relation to Fire Safety Certificates, Commencement Notices, Enforcement Notices and Dispensations/Relaxations is

maintained, and is available for inspection at the Planning Counter in the Civic Offices.

The Division also carries out functions in relation to the structural safety of temporary structures at events and in relation to the safety of funfair equipment. Persons who experience difficulties in accessing or using a building or public service or anxiety about their safety during an event should report such incidents to the Division.

Senior Building Surveyor Tel: 222 3321

North City

Senior Executive Building Surveyor Tel: 222 3478

South City

Senior Executive Building Surveyor Tel: 222 3456

Economic Development
Blocks 3 & 4, Civic Offices

Tel: 222 2330, Fax: 222 2278

Chief Valuer/Economic Development
Officer

Tel: 222 2003

The Economic Development Department manages the City Council's land and property portfolio. It also supports development through property acquisition by agreement and by compulsory purchase and disposes of property surplus to requirements or necessary to facilitate economic development in the city.

Property Section

Block 3, Floor 2, Civic Offices Fax: 222 2682

Senior Valuers Tel: 222 2113/2866

Administrative Officer Administration Tel: 222 5233

Senior Staff Officer Administration Tel: 222 2330

Administrative Officer Property Disposals Tel: 222 2933

Senior Staff Officer Property Disposals Tel: 222 2861

Administrative Officer Property Management Tel: 222 2117

Senior Staff Officer Property Management Tel: 222 2852

Administrative Officer Economic Dev. Unit Tel: 222 2712

Senior Staff Officer Economic Dev. Unit Tel: 222 2857/2906

Administrative Officer Derelict Sites Tel: 222 2846

Senior Staff Officer Derelict Sites Tel: 222 3378

Living over the Shop:

The 2001 "Living over the Shop Scheme" which is promoted and administered by the Economic Development Unit offers excellent opportunity to unlock the residential potential that exists in vacant space over retail premises in Dublin

City, and thus will bring back living communities to these streets. The scheme operates until 31st December 2004 and provides valuable tax incentives for designated properties. The completion dates have been extended to July '08 subject to conditions. For further information on the scheme please contact 222 0100

Urban Renewal Scheme 1999.

This tax incentive scheme which was due to expire in December, 2002 has been extended to December, 2004. The completion dates have been extended to July 2008 subject to conditions.

For further information on the scheme please contact 222 0100

Administrative Officer Tel: 222 2933/2712

Senior Staff Officer Tel: 222 3012

Derelict Sites

Block 3, Floor 3, Civic Offices Tel: 222 2143, Fax: 670 6874

The Derelict Sites Section is charged with taking action to secure the removal of dereliction. Action can involve getting property owners to carry out predetermined works or in certain circumstances involve the City Council in using vesting procedures under the Derelict Sites Act 1990 to acquire property.

Senior Staff Officer Tel: 222 3378

Archaeology

Block 4, Floor 3, Civic Offices

Dublin was effectively Ireland's first town, developing as an urban centre during the Viking Age, but its origin as a settlement can be traced back even earlier, probably to the fifth century AD. The archaeology of Dublin City is a non-renewable resource that benefits scientific research, education and tourism. It is thus the policy of the City Council to ensure that archaeological material, both above and below ground, is protected through the planning process.

City Archaeologist Tel: 222 2780

Heritage

Block 4, Floor 3, Civic Offices

The role of the Heritage Office is to protect and enhance the status and perception of Dublin City's natural and man-made heritage. This will be done through the implementation of the Dublin City Heritage Plan 2002-2006.

Heritage Officer Tel: 222 3174

URBAN Ballyfermot

Ballyfermot Community Civic Centre,
Ballyfermot, Dublin 10,
Tel: 620 7150, Fax: 621 5974
Email: info@urbanbl.ie

Programme Manager Tel: 620 7158

Programme Administrator Tel: 620 7154

Ballyfermot was chosen for as priority for the URBAN II Initiative and Dublin City Council were invited to act as the Managing Authority.

Four priority areas have been identified:

- Community Participation
- Civic Services Integration
- Infrastructure Development and Refurbishment
- Youth and Family Supports.

The challenge for URBAN II is to tackle the social exclusion of key target groups, by delivery of integrated services that maximise existing agency inputs, identify service gaps and provide demonstration projects to fill those gaps.

Markets

The City Council owns and manages the Wholesale Fruit & Vegetable Market and the Wholesale Fish Market - both of which are located in St. Michans Street, Dublin 7. These markets service the fruit, vegetable, flower and fish industries.

Superintendent of Markets Tel: 222 2082

OFFICE OF INTERNATIONAL RELATIONS AND RESEARCH

Tel: 222 5150, Fax: +353 1 222 3921

The main focus of the unit is to develop the international dimension of Dublin City Council relationships. This will involve building relationships with key cities internationally to develop social and cultural bonds, and identify and adapt international best practise. The Research Unit will lead research that results in supporting strategic decisions taken at senior management level and develop indicators to benchmark the city against international standards of excellence. The Special Projects Unit will concentrate initially on the implementation of the Disability Act 2005.

Classes of records held in this department:

- Development Plan
- Planning Files
- Enforcement Cases
- General Correspondence
- Conservation Grants
- Land Use Files
- Extinguishments of public rights of way
- Managers Orders
- Inventory of Listed Buildings
- Ownership details on Land/Property
- Ownership details on Derelict Sites
- Accounts details relating to land/property acquisitions/disposal/lettings
- Details of legal proceedings
- Tenant and Account details for market stalls
- Compulsory Purchase Orders
- Maps
- Vesting Orders

ROADS AND TRAFFIC DEPARTMENT

Block 2, Civic Offices, Wood Quay, Dublin 8. Tel: 222 0500/2220501 Fax: 222 2190

Director of Traffic Tel: 222 2033

Executive Manager Tel: 222 3793

Head of Technical Services Tel: 222 3176

Executive Manager (Engineering) (Transport 21) Tel: 222 8600

Executive Manager (Engineering) (Road Design, Construction and Projects)
Tel: 2225257

Executive Manager (Engineering) (Road Maintenance and Public Lighting)
Tel: 2222579

Within the City of Dublin, the Roads and Traffic Department is responsible for (a) the planning, design, construction and maintenance of the roads and streets network and (b) the planning, design, installation and maintenance of all public lighting services and fixtures.

In addition, the department is responsible for optimising the city's road network through the implementation of key traffic management and parking enforcement measures, along with the development of key new roads and infrastructure projects.

The department is currently pursuing the following strategies: -

- Providing alternatives to car commuting
- Developing, optimising and maintaining the city's road network
- Managing on-street parking
- Improving the city's environment.

Administration (General & Traffic Advisory Group)

Administrative Officer Tel. 222 3679

General

Senior Staff Officer Tel. 222 5221

The administration section is responsible for dealing with enquiries from the public, enquiries regarding the "taking in charge" of roads and streets and tender processing. General administrative services for all sections within the department are provided by administration section.

Traffic Advisory Group

Senior Staff Officer Tel. 222 2528

This section deals with requests from public representatives and the public for statutory traffic measures which are considered by the Traffic Advisory Group. It provides services to the City Council and Area Committees in respect of policy elements of roads and traffic issues and also serves the Transportation and Traffic Strategic Policy Committee.

Human Resources/Major Road Projects

Administrative Officer Tel. 222 3799

This section deals with major road projects. It also provides all Human Resources services to the department.

Transport 21 Project Office

Ocean House (Floor 3), Arran Quay, Dublin 7.

T. 222 8600 Email: t21@dublincity.ie

Executive Manager (Engineering) Tel: 222 8600.

Communications Manager Tel: 222 8613

The Transport 21 Project Office is responsible for the planning and co-ordination of all aspects of the Transport 21 projects' (Metro, LUAS, Rail Interconnector etc.) impacts on the city, T21 Contingency Planning and T21 Joint Communications Strategy.

Transport Asset Management Project

Executive Manager (Engineering) Tel: 222 2579.

Project Manager Tel: 222 2582

The purpose of this project is the design and implementation of an asset management system for the Roads & Traffic Dept.

Quality Bus Network (QBN) Project Office

Floor 4, Verizon Building, Erne Street Lower, Dublin 2.

T. 6860100 F. 6860127/6860124

E. qbnoffice@dublincity.ie

Project Manager Tel. 6860101

The Quality Bus Network Project Office was set up to take over responsibility for all aspects of the delivery of on-street bus priority measures throughout the Dublin region, as set out in the transportation strategy document "A Platform for Change 2000 – 2016" published by the Dublin Transportation Office (DTO) in November 2001.

The Quality Bus Network Project Office is responsible for the following: -

- Planning, programming, design and procurement/construction for bus priority measures in the Dublin region,
- Enhancements and extensions to the existing QBCs,
- Provision of bus priority measures on routes where the provision of a full QBC facility would neither be feasible or justifiable. The emphasis will be on facilitating improved bus access for major residential, retail and employment centres,
- Provision of major city centre bus priority measures.

The designs for the QBN schemes are carried out on an integrated basis taking account of the needs of all road users.

Road Design Services

Executive Manager (Engineering) Tel: 222 2579

Senior Engineer Tel: 2222907

Senior Executive Engineer Tel: 2222601

Road Design Services has responsibility for the following main areas:

- Design of road improvement schemes
- Design of village and environmental enhancement schemes



- Management of the City Council's 147 bridges, which includes inspections, major and minor refurbishment and the construction of new bridges.

Road Construction Services

Executive Manager (Engineering) Tel: 222 5257

Senior Engineer Tel: 2222582

Road Construction Services manages (a) the civil engineering works required for those elements of the Dublin Transportation Initiative (DTI) which are the responsibility of Dublin City Council and (b) road and street improvement schemes.

Projects currently under construction include road schemes, Quality Bus Corridors (QBCs), cycle routes, village and environment enhancement schemes.

Street Furniture Unit (Tables and Chairs Licences)

Inspector Tel: 222 3802

This unit manages the monitoring of the public domain, particularly in relation to the licensing and control of tables and chairs, outside pubs and restaurants.

Road Maintenance Services

Executive Manager (Engineering) Tel: 222 2579

Senior Engineer Tel: 222 2556

Senior Executive Engineer (North City) Tel: 222 2562

Senior Executive Engineer (South City) Tel: 222 2568

Road Maintenance Services is responsible for the physical upkeep of 1200km of roads and streets throughout the city together with associated pavement and pedestrianised areas.

Road Maintenance Services are carried out from two local depots located as follows:

Depot	Area	Telephone No.
Collins Avenue	North City	8371595
Marrowbone Lane	South City	4543736

Public Lighting & Electrical Services

61/64 Marrowbone Lane, Dublin 8.

Executive Manager (Engineering) Tel: 222 2579

Senior Engineer Tel: 222 4449

Senior Executive Engineer, Public Lighting, Tel: 222 4415

Senior Executive Engineer, Electrical Services, Tel: 222 4470.

Public Lighting Services is responsible for the planning, design installation and maintenance of all public lighting in the city. This involves some 45,000 units providing circa 1,200Kms of linear roadway lighting. Management of the service extends from the design of contemporary and innovative lighting systems through to the restoration of Dublin's unique stock of heritage columns and fittings.

The **Electrical Services** Division maintains, designs and installs electrical services in the City Council's properties including domestic tenancies, engineering



services plant (water and drainage), civic offices, municipal buildings, community facilities and work depots. It also manages contracts for the installation and maintenance of lifts, fire alarms, CCTV security systems, intruder alarms and other specialist wired systems throughout the city.

Roads & Traffic Planning Services

Head of Technical Services Tel: 222 2599

Senior Engineer Tel: 222 2046

Senior Executive Planner Tel. 222 2132

Roads and Traffic Planning Services deals with the transportation aspects of all major planning applications and also has responsibility for strategic traffic planning.

HGV (Heavy Good Vehicle) Strategy & Permits

Head of Technical Services Tel: 222 2599

Senior Engineer Tel: 222 2046

General Enquiries Tel: 222 5919

The Dublin Port Tunnel has eased congestion and improved the quality of life in the city by taking many of the estimated 9,000 heavy goods journeys off the streets. Following the opening of the Tunnel, a system was introduced in early 2007 whereby HGV movements within a specified cordon area require a permit for journeys made between the hours of 7.00 and 19.00 Monday to Sunday for:

- 5 axle plus vehicles
- 5 axle plus vehicles that are too high to use the Port Tunnel

Companies have been required to submit mitigation plans, highlighting how they propose to reduce reliance over time on 5 axle plus vehicles, during the hours of operation of the management strategy.

Traffic Control Systems

Head of Technical Services Tel. 222 2599

Senior Engineer Tel. 2222046

Senior Exec. I.T.S. Officer Tel. 222 2506

Traffic Officer Tel. 222 2591

Regional Traffic Control Centre

A state of the art centre operates on a 24 hour basis. Dublin City Council, An Garda Síochána, Dublin Bus and parking enforcement personnel monitor traffic movement and illegal parking in the City through the CCTV camera network. It is also the hub for other traffic management systems such as SCATS, VMS and the freephone service. The Control Centre also has responsibility for the city council's after hours emergency telephone service.

Traffic Freephone

The freephone (1800 29 39 49) service is available all day to take reports of traffic signal faults, vehicles causing obstruction etc.

Computerised Traffic Signals System (SCATS)

The SCATS system has been extended to all main routes in the City. The system operates in real time, adjusting signal timings throughout the network in response to variations in traffic demands and system capacity.

CCTV Camera Network

Cameras have been installed on all main routes in the City. They allow traffic movement and illegal parking to be monitored from the Traffic Control Centre.

Variable Message Signs (VMS)

These on-street signs provide all day parking and traffic conditions information.

Traffic Management & Control Services

Head of Technical Services Tel: 222 2599

Senior Engineer Tel. 222 3814

Senior Exec. Engineer (South City) Tel. 222 2138

Senior Exec. Engineer (North City) Tel. 222 2134

Traffic Management Services has prime responsibility for traffic management in the city. Functions include traffic calming, improved pedestrian facilities, taxi rank locations, accident prevention and management of on-street parking.

Traffic Calming

There is an ongoing programme of traffic calming throughout the city area with work continuing on area wide schemes in residential areas. Reviews of the existing schemes are carried out on an on-going basis.

Pedestrian Facilities

The number of pedestrian crossings in the City has been significantly increased and 'green man' time at crossings in the city centre has also been increased. The Council is continuing its policy of upgrading pedestrian crossings to full MID (Mobility Impaired and Disabled) standards.

Cycling Facilities

Senior Engineer Tel. 222 3814

Cycling Officer Tel. 222 6258

A cycle network of 160km is being provided, much of it along the QBCs. Work is ongoing at present on the provision of the following cycle facilities:

- The design and construction of cycle routes within the city centre linking key destinations. In addition design work has been completed on major cycle routes.
- Extensive cycle parking facilities are also being provided at key locations throughout the City

The Cycle Forum promotes cycling as a sustainable transport mode and an action plan is in place, with specific targets.

Taxi Ranks

Senior Engineer Tel. 222 3814
Administrative Officer 222 3679

Dublin City Council has responsibility for the provision of Taxi Ranks in the city and new Bye-Laws were introduced in 2009 increasing the number of ranks on-street. These Bye-Laws are under continuing review.

Road Safety

Road Safety Development Officer Tel: 222 2504

The Road Safety Unit is responsible for education and encouragement of all road users in the proper and safe use of roads and for establishing positive attitudes and behaviour. It runs practical training programmes for schools, general road safety awareness campaigns and provides a School Warden service throughout the City, during the school year. Good progress has been made in the area of road safety. There has been a reduction of 75% in fatal casualties and a reduction of 61% in injury casualties over the period 1997 to 2003, with corresponding reductions in collisions.

Traffic Noise and Air Quality Unit

Senior Executive Environmental Health Officer Tel: 222 3847

The Traffic Noise and Air Quality Unit carries out assessments and advises the Director of Traffic on the impact of traffic schemes and management policies on air quality and noise. Support is also given to special projects such as the Dublin Port Tunnel through the provision of air pollution monitoring services. It has been designated as the Unit in Dublin City Council which will develop and maintain Noise Maps under EU Directive 2002/49/EC relating to the Assessment and Management of Environmental Noise. It also maintains a traffic count database on the City Council's SCATS system.

Parking Policy and Enforcement

Parking Enforcement Officer Tel: 222 3808
Administrative Officer Tel: 222 2501
Senior Staff Officer Tel. 222 2232

The Parking Enforcement Section is responsible for the enforcement of parking controls. Its primary objective is to maintain a high level of compliance with on-street parking restrictions in the city council's administrative area. All of the restrictions are designed to make life in the city more pleasant, more orderly and more convenient for everyone. They are intended to help the motorist by eliminating obstructions, reducing congestion, improving road safety and increasing the turnover of on-street parking spaces. The restrictions are enforced on the Council's behalf by a specialised parking enforcement company which provides a towing and clamping service to the city.

There has been a significant increase in the number of residential permit parking schemes throughout the city. As a result, the problems associated with all day commuter parking have decreased and on-street spaces are more easily accessible to residents. The Dublin City Council More schemes are being introduced. A Cashless Payment System for on-street parking was introduced in 2009 and this payment option has proved very popular with city motorists.

Roadworks Control Unit

Administrative Officer Tel: 222 2109

Senior Staff Officer Tel. 222 3685

This unit has responsibility for the implementation of the Roadworks Control Directives which set out the procedures/guidelines in relation to the control and management of all roadworks in the city with a view to minimising their impact on traffic flow, maintaining public safety, protecting residential amenity and preserving the integrity of the road network.

In order to effectively manage road space during such works, the department is adopting a stricter approach to all requests for road closures and the use of public roads/footpaths to facilitate building works, skips and hoardings. This includes imposing economic charges for the use of road space in respect of development/construction works or other commercial activity.

Finance and Accounting

Senior Accountant Tel. 222 2692

The preparation of the departmental budget (Estimate of Expenses) and its Annual Account is the responsibility of this section, which also deals with ordering and payment processing, for goods and services for the department.

Classes of Records held in the department

- Personal Records
- Names/Addresses on correspondence
- Correspondence from public representatives
- Names, addresses and financial information of suppliers providing goods and services
- General Records
- Traffic Advisory Group Meetings
- Managers Orders
- Temporary Road Closure Files
- Traffic Calming Scheme Files
- Traffic Count Files
- Signal faults/Timing Files
- Traffic Accident files
- Location files
- Contract files (towing & clamping)
- Control of skips files
- Disc parking scheme files
- Abnormal loads files
- Quality Bus Corridor files
- Cycle Route Files
- Heavy Goods Vehicles Management Strategy Files
- Pedestrian Facilities (including mobility impaired and disabled) files
- School warden files
- Road Safety Campaign information
- Road Planning
- Road Design
- Road Construction
- Road Maintenance
- Electricity and Public Lighting
- Roads Accounts
- Street Furniture Licences

- Taking in Charge
- Footpath dishing applications
- Hoarding Licences
- Abnormal Load permits
- Wayleaves
- Committee Meetings, Agendae, Minutes and Motions
- General Correspondence
- Staff Files

AREA MANAGEMENT

CENTRAL AREA

Central Area

51/53 Lower Sean Mac Dermott Street, Dublin 1. Tel: 222 2248, Fax: 222 3831

Assistant City Manager Tel: 222 3800

Executive Manager Tel: 222 3033

Senior Executive Officer Tel: 222 2934

Administrative Officer Tel: 222 2089

Senior Architect Tel: 222 3562

Senior Engineer Tel: 222 2590

Sen.Ex.Parks Superintendent Tel: 222 3701

Public Domain Officer Tel: 222 5303

Area Housing Manager North East Inner City Tel: 222 3884

Area Housing Manager North East Inner City Tel: 222 2287

Area Housing Manager North West Inner City Tel: 222 7320

The Central Area incorporates the North East Inner City (stretching from Glasnevin to Drumcondra, to East Wall and North Wall), the North West Inner City (stretching from the North of the River Liffey back to the North Circular Road and from the Phoenix Park to Gardiner Street), and the Cabra area (North Quays district, Cabra, North Circular Road, Ashtown and Glasnevin South) part of which includes the Historic Area Rejuvenation Project (HARP) Integrated Area Plan. It also includes highly commercial areas such as O'Connell Street and environs and Docklands.

The Central Area has a population of 105,000 and has approximately 4,500 City Council tenancy dwellings. Major rejuvenation projects are underway such as O'Devaney Gardens Project and Dominick St. Project.

The Central Area has responsibility for the following functions:

- Providing rapid response and customer care to the public in all aspects of Dublin City Council services to the Central Area.
- Administration for the Central Area Committee Meeting.
- Housing and Community Services in the area.
- Liaising with Roads, Parks, Public Lighting and Traffic Services.
- Staffing of the Public Domain Office responsible for City Centre street management.
- Engaging with the community through local community forum.
- Administration for the Central Area Committee Meeting.

- Co-ordination of the Public Representatives and City Councillors correspondence.
- Co-ordination of Finance and Human Resources for Central Area.
- Extinguishment of Public Right of Way and Naming & Numbering of new and existing developments.

There are many amenities and places of cultural interest for residents in the Central Area to visit or that they have access to, such as, John Paul Park Sports & Community Complex, Ballybough Community Centre, the LAB Arts Centre and the Dublin City Gallery, The Hugh Lane, to name but a few.

Public Domain

The Public Domain remit includes the Central Business District (CBD), the Boardwalk and the bridges on the Liffey, e.g. Millennium Bridge, James Joyce Bridge and Capel Street Bridge. The functions of this office also include a wide range of other duties including:

- Dealing with public environmental issues through the Environmental Liaison Officer.
- Enforcement of the Litter Policy Act.
- Removal of Graffiti.
- Monitoring of road, street and traffic issues.
- Monitoring breaches of Planning & Development Act i.e. illegal signs and structures.
- Liaising with Gardai on such issues as drugs, drinking in public areas, vandalism and public order offences.

THE CENTRAL AREA ADMINISTRATION SECTION IS BASED IN SEAN McDERMOTT STREET LOWER AND THERE ARE ALSO A NUMBER OF OFFICES THROUGH WHICH THEY ORCHESTRATE AND SUPPLY THE DUBLIN CITY COUNCIL SERVICES. THEY INCLUDE:

Cabra Area Office:

97 New Cabra Road, Dublin 7

Tel: 868 7402 Fax: 868 6727

Administrative Office: 868 7409

Executive Housing Officer: 868 7407

Senior Staff Officer: 868 7401

Community Officer: 868 7405

The Cabra Office deals with the delivery of all Dublin City Council services in the North West Inner City area (North Quays district, Cabra, North Circular Road, Ashtown, and Glasnevin South) which covers a population of over 50,000, and the new residential area at Pelletstown, beside the Royal Canal.

The area is marked for further long-term development through the recently adopted Phibsboro Local Area Plan and also through the Grangegorman Development Agency plans for the lands on the site of St. Brendan's Hospital where the city's Dublin Institute of Technology plan to re-locate their faculties. Plans for the area also include the provision of Luas light rail and commuter rail services to link with the City Centre and the proposed Metro North.

The Cabra Office also provides a full housing service including maintenance requests and housing advice for Housing Area E (Ashtown, Blackhorse Avenue and Cabra)

The office works closely with elected representatives, residents, community and sporting organisations, Gardai, HSE and local schools and has strong community links with community and youth groups through its full-time Community Officers.

North West Inner City Area Housing Office (NWIC)

Parnell St. Area Housing Office, Ashley House, 182-184 Parnell St., Dublin 1.

Area Housing Manager: 222 7320
Office Manager: 222 7320
Estate Managers: 222 7311/7314/6500/6518

The Parnell St. NWIC Area Housing Office delivers Housing Advisory, Estate Management and Community Development Services to the local community on a local level. There are over 1,500 Dublin City Council tenancies in the North West Inner City. Estate Managers and their staff are available to meet with residents and groups to discuss their requirements, comments and/or concerns.

The Parnell St. office is also responsible for the management of the Dominick St. Regeneration Project. In 2004, Dublin City Council commenced negotiations with the residents of the Dominick St. community in relation to regenerating this area, which involves the demolition and redevelopment of the area. The area concerned is 2.8 acres and is located in the heart of Dublin's north inner city. The redeveloped complex will consist of a mix of social housing, private retail units and commercial enterprise units. The proposed new LUAS line which is planned to run through Dominick St. shall greatly enhance the regeneration.

Major Housing Precinct Improvement Programmes have recently been completed with great success at Sheridan Court, Ormond Square, Henrietta House and Chancery House. Through its continuing work to regenerate these areas, which have fallen victim to urban decay, the staff of the Parnell St. office has established strong relations with not only the residents and communities but also with the Gardai, the local business sector, local representatives and various independent groups working in the area.

North East Inner City Office:

51/53 Sean MacDermott Street, Dublin 1
Tel: 222 2249, Fax: 222 5322

Housing Manager: 222 3884
Senior Staff Officer: 222 3893
Project Estate Officer: 222 2998/3889/2989

The NEIC Area Housing Office based on Sean McDermott Street Lower deals with Housing and Community related issues in the area stretching from Glasnevin to Druncondra, to East Wall and North Wall.

This office provides a walk in service to the public seeking information on their Housing issues and to report and maintenance problems that may occur. A Community Welfare Officer also will meet with the public to address their concerns.

NORTH CENTRAL AREA

(Artane, Clontarf, Donaghmede electoral areas)

Philip Maguire,	Assistant City Manager,	222 5099
Céline Reilly	Area Manager	816 6710

Bunratty Area Office

Northside Civic Centre, Bunratty Road, Coolock, Dublin 17.

T. 816 6710, F. 877 5851

Opening hours: 9.15am. - 4.00p.m.

Jim Kelly,	Senior Executive Officer	816 6720
Derek Dixon	Senior Engineer	816 6718
Mary Flynn,	Administrative Officer	816 6719
Eoin Ward,	Senior Executive Parks Superintendent	816 6721
Dermot Johnson,	Public Domain Officer	816 6729
Dympna McCann,	Area Committee Co-Ordinator	816 6711
Paul Donnelly	Sports Development Officer	816 6710
Jim Lee	RAPID Co-Ordinator	086 815 0319

The Northside Civic Centre, Coolock serves as a focal point for the co-ordination of services locally and is the administrative headquarters for the North Central Area. This office has particular responsibility for administration of Area Committee Meetings and replies for the City Council Meetings, Human Resource issues, Litter Control, Financial Management system and efficient management of all external correspondence from both the general public and Local Representatives. In addition, the North Central Area has responsibility for a designated Environmental Crew that targets and removes illegal dumping within the area.

This office complements the other area offices in Darndale/Belcamp and in Greendale Shopping Centre, Kilbarrack. There is a public counter on the first floor and all queries in relation to Dublin City Council are dealt with by the staff there.

Darndale Area Office

Bell Building, Darndale/Belcamp Village Centre, Darndale, Dublin 17.

T. 8771625 F. 8771638

Opening hours: 9.00a.m. - 4.00p.m.

	Area Housing Manager	877 1622
Deirdre Murphy	Senior Staff Officer	877 1631
Martina McHugh	Project Estate Officer	877 1633
Philip Power	Project Estate Officer	877 1634
Madeleine Ebbs	Senior Community Officer (Kilmore/Coolock/Darndale)	816 6742
Niall McDonald	Sports Development Officer	877 0066
Noreen Conway	Housing Welfare Officer (Darndale/Belcamp) (Tuesday's Only)	877 1625

This office deals with all Dublin City Council services (in particular Housing and Community activities) for the Darndale and Priorswood Area. It works closely with community groups, residents groups, sporting organisations as well as the other state agencies operating in the area. In addition, this office co-ordinates several housing refurbishment projects in the area.

Kilbarrack/Donaghmede Area Office

Unit 18/19, Greendale Shopping Centre, Greendale Road, Kilbarrack, Dublin 5.

T. 2228540 F. 8391715

Opening hours: 9.15 a.m. - 4.00 p.m.

Elaine Mulvenny	Senior Executive Officer	222 8558
Aidan Fitzsimons	Area Housing Manager	222 8559
Sheila Duffy	Senior Staff Officer	222 8556
Ann Gildea	Project Estate Officer	222 8553
Phyllis Monaghan	Senior Community Officer	222 8551
Housing Welfare	Kilbarrack/Coolock Area	222 3343

This office deals with all Dublin City Council services (in particular Housing and Community activities) for the Kilbarrack and Donaghmede Area. It works closely with community groups, residents groups, sporting organisations as well as the other state agencies operating in the area.

Contact Persons for North Central Area Services

Steve Margolis	Senior Planner	222 3446	
Mick O'Loughlin	Executive Traffic Engineer - Traffic		222 5871
Bernard Grimes	Senior Architect	222 3496	
Adrian Corrigan	Senior Executive Engineer - Roads Maintenance		222 2562
James Murphy	Senior Executive Engineer - Main Drainage		222 2413
David Gray	Waterworks Inspector	838 5800	
Paddy Rochford	Drainage Division	222 8510	
Frank Mulhall	Road Maintenance Inspector	837 1595	
Val McDonnell	Waste Management Inspector	222 7399	
Pat Whelan	District Supervisor, Fairview Park	833 6262	
Mick Harford	District Supervisor, St. Anne's Park	833 8898	
Paddy Arkins	Area Housing Maintenance Officer	222 7814	
Liz Coman	Area Arts Officer	222 7841	

Depots:

Housing

Portland Row, Dublin 1	855 4380
Malahide Road Industrial Estate	222 7814

Waste Management

Oscar Traynor Road, Coolock	848 2375
Collins Avenue	837 3226

Roads Maintenance

Collins Avenue	852 0022
----------------	----------

Libraries

Coolock Library, Barryscourt Road, Dublin 17	847 7781
Donaghmede Library, Donaghmede S.C., Dublin 17	848 2833
Marino Library, Marino Mart, Dublin 3	833 6297
Raheny Library, Raheny Road, Dublin 5.	831 5521

Firestations:

Kilbarrack Fire Station, Tonlegee Road, Dublin 13.	848 1704
--	----------

Swimming Pools:

Coolock Pool, Northside Shopping Centre, Coolock.	847 7743
---	----------

Sports Halls:

Glin Road, Coolock.	847 8177
Kilmore Recreation Centre, Cromcastle Road, Kilmore, Dublin 5. 8671443	
Donnycarney Youth Project/Sports Facilities	851 0378
Darndale/Belcamp Sports and Leisure Centre	848 0264

North West Area (Finglas, Ballymun)

The North West Area includes Ballymun, Finglas and parts of Glasnevin North which aligns to the electoral Area of Ballymun – Finglas. The Ballymun – Finglas electoral Area would have a population of 50,957 approximately 20,000 households and is represented by five City Councillors

This area has its southern boundary along the Dail constituency boundary formed by Griffith Avenue, Old Finglas Road and the River Tolka. Its eastern Boundary is formed along a line starting at the junction of Griffith Avenue and Ballymun Road, moving northwards as far as Shanliss Road and continuing northwards along Shanliss Avenue.

Finglas Civic Centre situated on Mellows Road, Finglas, services Finglas/ Glasnevin North area and accommodates Dublin City Council local area staff.

Ballymun Civic Centre situated on Main Street, Ballymun, services Ballymun, and environs and accommodates Dublin City Council area staff, Ballymun Motor Tax Office, Ballymun Regeneration Limited and the Health Services Executive.

The North West Area is in an ongoing regeneration process. Major new housing projects and facilities are being delivered in Ballymun through BRL. The Finglas Village area is also the focus of a regeneration strategy, which will guide future development and will facilitate commercial growth over the coming years.

North West Area (Finglas, Ballymun)

North West Area, H.Q.

Finglas Civic Centre, Mellows Road, Finglas, Dublin 11	Ballymun Civic Centre, Main Street, Ballymun, Dublin 9
---	---

T: 222 5400 F: 8346431 T: 222 5610 F: 8424466

Public Office opening hours: 9.30am. – 4.00pm.

Email: northwestarea@dublincity.ie

Martin Kavanagh

Assistant City Manager

T: 222 5610

Email: martin.kavanagh@dublincity.ie

Charlie Lowe

Area Manager, North West Area

T: 222 5729

Email: charlie.lowe@dublincity.ie

Deputy Area Manager, North West Area 222 5135

Margaret Geraghty
Senior Executive Officer, Finglas. 222 5133
Email: margaret.geraghty@dublincity.ie

Mary Taylor
Senior Executive Officer, Ballymun. 222 5724
Email: mary.taylor@dublincity.ie

Siobhan Maher
Administrative Officer, Finglas 222 5439
Email: siobhan.maher@dublincity.ie

Bernie Roe
Administrative Officer, Ballymun 222 5739
Email: bernie.roe@dublincity.ie

North West Area Committee
(Finglas, Ballymun)
Date of Meeting – 3rd Thursday of every month

Delivery of Services in the Area.

Cecilia Lopez-Naughton
Senior Architect (City Architects) 222 2951
Email: cecilia.naughton@dublincity.ie

Michael O'Loughlin
Senior Executive Engineer (Traffic) 222 2134
Email: michael.oloughlin@dublincity.ie

Adrian Corrigan
Senior Executive Engineer (Roads) 222 2562
Email: adrian.corrigan@dublincity.ie

Steve Margolis
Senior Executive Planner 222 3446
Email: steve.margolis@dublincity.ie

MARYANN HARRIS
Senior Executive Parks Superintendent 222 3806
Email: maryann.harris@dublincity.ie

Clare Caffrey
Senior Staff Officer (Finglas) 2227878
Email: clare_sheridan.caffrey@dublincity.ie

Martina Kelly
Senior Staff Officer (Ballymun) 2225714
Email: martina.kelly@dublincity.ie

Jackie O'Reilly
Public Domain officer, North West Area 222 5444
Email: Jackie.oreilly@dublincity.ie

Bob Ward



Environmental Liaison Officer 222 5406
Email: bob.ward@dublincity.ie
Housing and Community Services

Dan Moynihan
Area Engineer,
Housing Maintenance, (Ballymun) 222 5743
Email: dan.moynihan@dublincity.ie

Brian Byrne
Area Housing Manager, (Finglas) 222 5400
Email: brian.byrne@dublincity.ie

Donal Barron
Area Housing Manager, (Ballymun) 222 5708
Email: donal.barron@dublincity.ie

Marie Balfe (Ballymun)
Project Estate Officer 222 5423
Email: marie.balfe@dublincity.ie

Anthony Brennan (Ballymun)
Project Estate Officer 222 5698
Email: anthony.brennan@dublincity.ie

George O'Carroll
Project Estate Officer 222 5400
Email: george.ocarroll@dublincity.ie

Catherine Quinlan
Project Estate Officer, (Finglas) 2225417
Email: catherine.quinlan@dublincity.ie

Welfare

Joy Mbanefo
Housing Welfare Officer (Ballymun) 222 3340
Email: aideen.obyrne@dublincity.ie

Francis Griffin
Housing Welfare officer (Ballymun) 222 3335
Email: francis.griffin@dublincity.ie

Patricia Boyle
Housing Welfare Officer (Finglas) 222 5710
Email: patricia.boyle@dublincity.ie

Terry Kelleher
Travellers Social Worker (Finglas) 222 3348
Email: terry.kelleher@dublincity.ie



Community

Larry Dooley
RAPID Co-ordinator (Finglas) 222 5404
Email: larry.dooley@dublincity.ie

Emma Byrne
RAPID Co-ordinator (Ballymun) 222 5711
Email: emma.byrne@dublincity.ie

Aileen Doyle
Senior Community Officer (Finglas) 222 5436
E-mail: aileen.doyle@dublincity.ie

Brian Mongey
Senior Community Officer (Ballymun) 222 5717
Email: brian.mongey@dublincity.ie

ESTATE OFFICES – BALLYMUN.

Poppintree Estate Office – Mary Mooney
Poppintree Community Centre
Balbutcher Lane North
Ballymun
Dublin 11
T: 222 3957/3955 9.30am – 1.00pm

Silloogue Estate Office – Margaret McGhee
187 Silloogue Road.
Ballymun
Dublin 11
T : 8422495 F : 862 5006 9.30 a.m. – 1.00pm

Coultry Estate Office – Derek O'Rourke
Coultry Neighbourhood Centre
Ballymun
Dublin 9
T: 222 7867 F: 8625006 9.30 a.m. – 1.00 p.m.

Depots

Waste Management North West Area

Collins Avenue Ext. Dublin 9
Inspector: Tony Nugent

T: 8373226

Housing Maintenance (Finglas)
Broombridge Road, Cabra.D.7.
T : 222 7330 F: 838 4759



Area Maintenance Officer – Joe Day
Email: joseph.day@dublincity.ie

Housing Maintenance (Ballymun)
St. Margaret's Industrial Estate,
Dublin 11
T: 842 0174
Area Maintenance Officer
Email:

North City Drainage (North West)
Bannow Road, Dublin 7.
Inspector: Construction: Jimmy Carolan
Inspector: Drainage: Dermot Johnson
T : 838 3870 F : 838 4988
Email: jimmy.carolan@dublincity.ie
Email: dermot.johnson@dublincity.ie

Water Division (North West)
Bannow Road, Dublin 7.
Inspector: David Grey 838 5800
Email: david.grey@dublincity.ie

Road Maintenance (North West)
Collins Avenue. Dublin 9.
Inspector: Paddy Murphy, 837 1595 / 086 815 0090
Email: paddy.murphy@dublincity

Libraries

Finglas Library
Finglas Shopping Centre
Dublin 11.
Senior Librarian: Helen O'Donnell
T: 834 4906 F : 864 2085

Ballymun Library
Ballymun Road, Dublin 9.
Senior Librarian: Phil Scanlan
T : 842 1890 F : 842 1762

Fire Stations

Finglas Fire Station,
Mellowes Road, Finglas, Dublin 11
T: 8343569

Motor Tax Office

Kieran Redmond
Administrative Officer,
Ground Floor, Ballymun Civic Offices,
Main Street, Ballymun,



T: 8899475

F : 8899640

Leisure Centres

Finglas Leisure Centre,
Mellowes Road
Finglas
Dublin 11 T: 8642584

Manager: Philip White

Ballymun Leisure Centre
Main Street,
Ballymun,
Dublin 11 T: 8623508
Manager: Philip White

Sports Development Officers

Eileen Gleeson (Ballymun)
Sports Development Officer 222 5721
Email: eileen.gleeson@dublincity.ie

Antonia Martin (Finglas)
Sports and Recreation Officer 222 5407
Email: antonia.martin@dublincity.ie

Bruce McDevitt
Sports Development Officer (Finglas) 222 5496
Email: bruce.mcdevitt@dublincity.ie

Parks

Albert College Park, (Hampstead Park)
Ballymun Road,
Dublin 11. 837 3891

Tolka Valley Park,
Tolka Valley Road,
Finglas,
Dublin 11.

Mellowes Park,
Mellowes Road,
Finglas,
Dublin 11. 834 6973

Poppintree Park,
Ballymun,
Dublin 11. 842 8833

Silloge Park & Golf Course,
Ballymun,
Dublin 11. 834 7208

Local Services for North West Area

Recycling Centres

Ballymun:

Collins Avenue, Dublin City Council Depot, (Opposite D.C.U)

Library car park, Ballymun Road

Shopping Centre car park, Ballymun Road

Grass verge at Shangan Road

Poppintree Community Centre

Poppintree FÁS Centre

Finglas/Glasnevin:

The Fingal House, Public House, Glasnevin Avenue

Cappagh House, Barry Road

Clearwater Shopping Centre, Finglas Road

Superquinn Car Park, Main Street, Finglas

Dunnes Stores, Cappagh Road

Colaiste Ide, Cardiffsbridge Road

Clare Haven Nursing Home, St. Canice's Road

Fire Station, Mellows Road

Dublin City Council Depot, Seamus Ennis Road

Erin's Isle GAA Club, Farnham Road

Quarry House Public House, Ballygall Road East

Tolka House Public House, Glasnevin Hill

Tolka Rovers Football Club, Griffith Avenue

Santry:

Omni Park, Cinema Car Park

The Comet Public House, Sword's Road



Ballymun Regeneration Ltd.

Ballymun Civic Centre, Main Street, Dublin 9.

T. 222 5660 F. 842 1443 E. brl@brl.ie W. www.brl.ie

Managing Director
Ballymun Regeneration Ltd.
222 5603/ 222 5604
Email: brl@brl.ie

Michael McDonagh, 222 5627 / 222 5628
Chief Architect, BRL
Email: micheal.mcdonagh@dublincity.ie

Jim Conway, 222 5606
Finance, Administration and Social Regeneration Manager, BRL
Email: jim.conway@dublincity.ie

Eamon Farrelly, 222 5625
Project and Contract Manager, BRL
Email: eamon.farrelly@dublincity.ie

Phil O Neill, 222 5623
Senior Engineer
Email: phil.oneill@dublincity.ie

Sheena McCambley, 222 5624
Senior Planner
Email: sheena.mccambley@dublincity.ie

Dave Byrne 222 5671
Area Architect
North Poppintree/ Balcurris
Email: david.byrne@dublincity.ie

Ann Lynch 222 5666
Area Architect
Coultry /Shangan
Email: ann.lynch@dublincity.ie

Derry Solon 222 5676
Area Architect
South Poppintree/Sillogue
Email: derry.solon@dublincity.ie

Dorothea Burger 222 5769
Landscape Architect
Email: dorothea.burger@dublincity.ie

Ian Baker 222 5614
Senior Accountant
Email: ian.baker@dublincity.ie



John Rizzolo 222 5622
Health & Safety, Utility Services Co-Ordination Manager
Email: John.rizzolo@dublincity.ie

D'arcy Donnelly 222 5616
Human Resources Manager
Email: darcy.donnelly@dublincity.ie

Paul Mc Veigh
Quantity Surveyor 222 5658
paul.mcveigh@dublincity.ie

Trish Scanlon 222 5723
Social Regeneration Development Manager
Email: patricia.scanlon@dublincity.ie

Mary Woolhead 222 5618
Employment and Economic Projects
Email: mary.woolhead@dublincity.ie

SOUTH CENTRAL AREA

Units 20-21 & 29 The Maltings Business Park, Marrowbone Lane, Dublin 8.
 Michael Stubbs, Assistant City Manager Tel: 222 3800
 Máire Twomey, Executive Manager Tel: 222 5248, Fax 453 1088
 Vacant, Senior Engineer Tel: 222 5247, Fax 453 1088
 Una Bagnall, Acting Senior Planner Tel: 222 3459, Fax 222 2830
 Gerry Bowe, Senior Executive Architect Tel: 222 3573, Fax 222 2084
 Michael Noonan, Executive Parks Superintendent Tel: 222 3434, Fax 222 2668
 Tony McGee, Senior Executive Engineer (Traffic) Tel: 222 3829, Fax 222 2760
 John Durkan, Asst Community Develop Officer Tel: 222 3428, Fax 222 2396

The South Central Area, with a population of 105,000, is located in the south west of Dublin City, south of the Liffey and stretching from Terenure Road to Chapelizod. It has many well established communities and neighbourhoods including the Liberties, Inchicore, Chapelizod, Ballyfermot, Bluebell, Drimnagh, Crumlin, Walkinstown and Terenure. A good number of these areas are of historic interest. Residents have access to many parks and amenities including the Phoenix Park, the Memorial Gardens, the Liffey and the Grand Canal. It has a broad mix of commercial activity ranging from the lively shopping area of Thomas Street to the modern Park West Business Park in Ballyfermot.

Many major City Council projects and initiatives are underway – the Cork Street Improvement Scheme, the Liberties/Coombe Integrated Area Plan, the Kilmainham/Inchicore Integrated Area Plan and the Cherry Orchard Action Plan.

The Area has approximately 8,000 City Council tenancy dwellings. The Housing & Community Department are, in consultation with local residents, implementing an extensive area regeneration programme to improve the dwellings and their environs. Major regeneration projects such as Herberton have recently been completed and various regeneration schemes such as St. Michael's Estate, St Teresa's Gardens and Dolphin House are currently being progressed.

Ballyfermot Area Office

(Covering: Ballyfermot)

Ballyfermot Community Civic Centre, Ballyfermot Road, Dublin 10.

Tel: 620 7122

Fax: 621 5939

Email: ballyfermot.areaoffice@dublincity.ie

Sean Moloney, Assistant Area Manager, Tel: 620 7126

John Behan, Area Housing Manager, Tel: 620 7118

Christy O'Neill Project Estate Officer, Tel: 620 7114

Alan Devine, Acting Senior Staff Officer, Tel: 620 7111

Mary Noonan, Senior Community Officer, Tel: 626 0913

Fiona Bolger Housing Welfare Officer, Tel: 222 3334

Lisa Smyth, Travellers Welfare Section Tel: 222 5282

Housing Maintenance Depot

Garryowen Road, Ballyfermot, Dublin 10. Tel: 626 4606, Fax 623 2499

Waste Management Depots

Upper Ballyfermot, Kylemore Park, Ballyfermot, Dublin 10. Tel: 6265122, Fax 6232499

Lower Ballyfermot, Davitt Road, Dublin 12 Tel: 455 6362, Fax 455 6225



Paving Depot,

Davitt Road, Dublin 12 Tel: 455 6448, Fax 456 2527

Parks Depots

Upper Ballyfermot, Le Fanu Road, Dublin 10 Tel: 626 5064

Lower Ballyfermot, Markievicz Park Tel: 626 5051

Crumlin Area Office

(Covering: Crumlin, Drimnagh, Kimmage, Walkinstown, Terenure)

13 Crumlin Village, Crumlin, Dublin 12.

Tel: 222 5500

Fax: 408 7030

Email: crumlinarea@dublincity.ie

Mary McGuane, Assistant Area Manager Tel: 222 5520

Brian Lyons, Senior Staff Officer Tel: 222 5508

Carmel McCartney, Asst Community Officer Tel: 222 5507

Sorcha Loughnane, Housing Welfare Officer Tel: 222 3345

Housing Maintenance Depot

Sundrive Road, Dublin 12 Tel: 454 5981, Fax: 455 4016

Waste Management Depot

Davitt Road, Dublin 12 Tel: 455 6362, Fax: 455 6225

Parks Depots

- Eamonn Ceannt/Sundrive Park Sundrive Road, Dublin 12 Tel: 454 0799
- Brickfields Park, Crumlin, Dublin 12 Tel: 454 2555
- Stannaway Park, Crumlin, Dublin 12 Tel: 455 9946
- Walkinstown Park, Walkinstown, Dublin 12 Tel: 450 3423
- Willie Pearse Park Windmill Road, Dublin 12 Tel: 456 1608
- Landsdowne Valley Park, Drimnagh, Dublin 12 Tel: 086 8150544
- Bushy Park, Terenure, Dublin 6W Tel: 490 0320

Kilmainham / Inchicore Area Office

(Covering: Kilmainham, Inchicore, Bluebell, Islandbridge & Chapelizod)

639 South Circular Road, Kilmainham, Dublin 8.

Housing Office Tel: 222 5130, Fax 473 5528

I.A.P. Office Tel: 222 5120, Fax 473 5526

Bruce Phillips	Asst Area Manager	Tel: 222 5109
Gerry O'Donoghue	Area Housing Officer	Tel: 222 5242
Pat McKnight	Project Estate Officer	Tel: 222 5115
Marty Clancy	Senior Community Officer	Tel: 222 5112
Catherine Farrell,	Senior Staff Officer	Tel: 222 5110
Deirdre Brophy,	Housing Welfare Officer	Tel: 222 5130
Margaret Quinn	RAPID Co-ordinator	Tel: 222 5114

Housing Maintenance Depot

Garryowen Rd. Ballyfermot, Dublin 10 Tel: 626 4606, Fax 623 2499.

Waste Management Depot

Sweeney's Terrace, Dublin 8 Tel: 454 0779, Fax 454 0486

South Inner City- Liberties Area Office

(Covering: South West Inner City)

Unit 20/21, 29 The Maltings Business Park, Marrowbone Lane, Dublin 8

Tel: 2225200

Fax: 4531088

EMAIL: SWIC@DUBLINCITY.IE

Bruce Phillips,	Assistant Area Manager	Tel: 222 3536
Catherina Benson	Administrative Officer	Tel: 222 5185
Donal Russell,	Senior Staff Officer	Tel: 222 2938
Kay Noonan-Cork	Area Housing Manager	Tel: 222 5181
Robert Chester	Senior Community Officer	Tel: 222 2621
John Houlihan	Senior Community Officer	Tel: 222 5104
Mary-Rose Quinn	Housing Welfare Officer	Tel: 222 2233
Martin McDonagh	Rapid Co-ordinator	Tel: 222 2972

Housing Maintenance Depot

Sundrive Road, Dublin 12 Tel: 492 1587, Fax 455 4016

Waste Management Depot

Sweeney's Terrace, Dublin 8 Tel: 454 0779, Fax: 454 0486

SOUTH EAST AREA

(Pembroke/ Rathmines, South–East Inner City electoral areas)

South East Area,
Civic Offices, Wood Quay, Dublin 8.

Ceantar an Oirdheiscirt,
Oifigí na Cathrach, An Ché Adhmaid, Baile Átha Cliath 8

Tel: 222 2243 Fax: 222 2499
Email: southeast@dublincity.ie

Michael Phillips,
Director of Traffic & Dublin City Engineer
TEL: 222 2837

Eileen Brady
Area Manager
TEL: 222 2639

South East Area

Date of meeting – 2nd Monday of every month except August

Maggie Moriarty & June Nugent, Area Committee Administrators 222 5127/5164

This office co-ordinates all City Council services for the South East Area. To coincide with and locally support the Area Committee structure, the district has been divided into the two electoral areas under the control of the following:

Rathmines/Pembroke:

Frank Lambe, Assistant Area Manager, 222 3199

South East Inner City:

Seán Moran, Assistant Area Manager, 222 3020

The South East Area stretches south from the river Liffey to Terenure and east along the Dodder over to the Merrion Gates on the coast. It is a very diverse district containing part of the medieval core of Dublin, the city's premier shopping district, the cultural quarter of Temple Bar, inner city commercial and residential districts and suburban villages such as Ringsend, Irishtown, Sandymount, Ranelagh, Rathmines and Rathgar. Pleasant canal walks, coastal facilities, parks and elegant squares and the many local sports clubs provide a host of recreational amenities.

The role of the Area Manager and her team is to co-ordinate the delivery of Dublin City Council services in the area, to provide management and administrative support to local Councillors and the Area Committee and to provide the central contact point for the community and business interests in order to achieve a partnership approach to the delivery of better local government. This is achieved in co-operation with other statutory and voluntary agencies within the area.

The dissemination of information on Dublin City Council services to the public is also a primary role of the Area Management Structure.

Through the area structure firm relationships with community, residents and business groups, local sporting organisations, An Garda Síochana and all State Agencies have been consolidated and deepened and we intend to develop this worthwhile process in the future.

The main objectives for the Area are:

- Improve ease of access to Dublin City Council services for residents & businesses
- Facilitate the development of local democracy through the Area Committee members and local initiatives
- Improve Communications
- Environmental Improvement and Physical Development
- Development of Partnership Opportunities
- Promote social inclusion measures

A number of projects in the Area have recently been completed. These include:

- Redevelopment of York Street Flats
- The re-development of the former City Council swimming pool on Lower Rathmines Road. The new development, named Rathmines Square, includes a new civic plaza, new swimming pool, gymnasium, changing village, multi-purpose sports hall, aerobics studio, forty six residential apartments and new car park. The facility is expected to open in September 2010.
- Precinct Improvement works in George Reynolds House.
- A new social housing scheme on Londonbridge Road
- A new social and affordable housing scheme at Saint Andrew's Court/Denzille Lane.

Work is continuing on the following projects

- Rejuvenation of Charlemont Street Flats complex and redevelopment of the adjoining site
- Whelan/O'Rahilly House Precinct Improvement Project.

The South East Area continues to work with local community groups, businesses and other state agencies in the South East Area. Examples of this include Joint Policing Committee, BIDs, South Side Business Forum and various community organisations.

An example of one of the liaison groups is the Ringsend Park Sub-Committee which was established by the South East Area Joint Policing Committee. This group meets on a regular basis and consists of local residents, local public representatives, the Gardai and the business community who work together to reduce the incidence of anti-social behaviour in our own parks and other local areas. This group has organised a number of events including a Ringsend Halloween Festival which was organised to provide an alternative to bonfires and other anti-social behaviour that is a cause of concern to the wider community. The response to the events was very encouraging because of the participation of people of all ages and contributed to a reduction in the antisocial behaviour usually associated with this time of year.

The South East Area also provides support to local groups who are organising events such as the Ranelagh and Rathmines Festival.

Improving all aspects of the public domain throughout the South East Area is a high priority. Significant improvements have been made particularly in the city centre business area and these enhancements will continue throughout the coming years.

The partnership that exists between Dublin City Council and the business community continues to grow and the city continues to benefit. A Southside Business Forum has been established consisting of city centre business representatives, an Garda Síochána and Dublin City Council.

The Public Domain Enforcement Officer, Environmental Liaison Officer, Public Domain General Operatives and Litter Wardens are members of the South East Area team who also focus on this important issue making the city centre an attractive and safe place for visitors, for those who work there and for the increasing number of residents in this area.

In addition, a small dedicated team are in place to address environmental issues including illegal dumping.

The Area RAPID Co-ordinator continues to work with the RAPID Area Implementation Team, which is comprised of government departments, statutory agencies, community and voluntary sector, to improve the quality of life for residents within the RAPID area. The RAPID area has been prioritised by the government for priority treatment vis à vis the following: Dormant Accounts Fund, Community Employment Scheme, Sports Capital Grants, Equality for Women's Measures, and Childcare funding. The local RAPID co-ordinator also manages the following government leverage-funding initiatives: Housing Enhancement Scheme, Traffic Calming Measures, Playground Scheme and Community CCTV.

The following staff are delivering services in the South East Area:

Kilian Skay, Senior Executive Architect,	222 3547
Sally Reddington, Senior Executive Engineer (Traffic),	222 2138
Philip Dunne, Area Engineer (Roads Maintenance),	222 2560
Michael Noonan, Senior Executive Parks Superintendent,	222 3434
Kevin O'Sullivan, Public Domain Enforcement Officer,	222 5344
Paurig Gallagher, Environmental Liaison Officer,	222 3934
Paul Mc Cann, Administrative Officer,	222 3198
Eimear O'Sullivan, Senior Staff Officer,	222 5080

Carol Finlay, RAPID Co-ordinator,	222 2056
Aideen O'Connor, Sport & Recreation Officer,	222 2098

Housing and Community Services

Eileen Martin, Area Housing Manager,	222 7359
Gerard Geoghegan, Area Housing Manager,	222 2627
Michael Adams, Project Estate Officer – Charlemont Street.	222 7356

Peter Ryan, Project Estate Officer – Rathmines/Ranelagh/Donnybrook,	222 2478
--	----------

Tony Gallagher, Project Estate Officer – Pearse House / York Street Project,	222 2004
---	----------

Welfare



Marianne Dunne, Housing Welfare Officer, 222 5293

Community

Tom Scott, Senior Community Officer, 222 2742

Ringsend and pembroke area office

Portview House, Thorncastle House, Ringsend, Dublin 4

Tel: 222 7395 fax: 6606921

City Centre Area: York Street Housing & Community Facility,

1/2 Mercer Street, Dublin 2.

Charlemont Street Area: Tom Kelly Road Office

40 Tom Kelly Road Flats, Charlemont Street, Dublin 2.

Planning Control and Enforcement

John O'Hara, Senior Planner,	222 3813
Niall Mc Donnell, Senior Executive Planner	222 3455
Pat Ewen, Senior Executive Planner,	222 3441
Una Bagnall, Senior Executive Planner,	222 3459
Stephen Masterson, Senior Planning Enforcement Officer,	222 3124
Barry Smith, Planning Enforcement Officer,	222 3120
Shay Colewell, Planning Enforcement Officer,	222 3123
Tom Johnson, Senior Executive Building Surveyor, Building Control,	222 3468

Depots

Roads Maintenance

Gerry Byrne, Road Maintenance Inspector, Marrowbone Lane, 454 3003

Housing Maintenance

John Dowling, Area Maintenance Officer, Portland Row, 222 7579

Waste Management

John Billane, Cleansing Inspector, Rathmines,	497 7391
Dave Rowan, Cleansing Inspector, Rathmines	497 7391
John Brennan, Cleansing Inspector, Bow Lane East,	478 5075
John Lynch, Cleansing Inspector, Bow Lane East,	478 5075

Main Drainage

Robert Buckle, Drainage Inspector, Marrowbone Lane, 222 2407

Waterworks

John Beveridge, Maintenance Inspector, 478 5075

Facilities

Bring Centres

Location	Glass	Textiles	Paper Tetrapak	Batteries	Plastics	Cans
Wanderers Rugby Club, Donnybrook, Dublin 4.	✓	✓				✓
Sandymount – Coast Road car park, Dublin 4.	✓	✓				✓
Ringsend – London Bridge Road, Dublin 4. Tel: 668 3942 Open Mon – Thurs 10am- 4pm, Fri 10am - 1pm, Sat – Sun 10am – 4pm	✓	✓	✓	✓	✓	✓
Rathgar – Herzog Park, Orwell Road, Dublin 6. Tel: 492.4920 Open Mon – Thurs 9 am – 4pm, Fri 9 am – 1pm, Sat – Sun 10am - 4pm	✓	✓	✓	✓	✓	✓
Rathmines – Waste Management Depot, Gulistan Terrace, Dublin 6. Tel: 497 7391 Open Mon – Thurs 9am – 4pm, Fri 10am – 1pm, Sat -Sun 10am –4pm	✓	✓	✓	✓	✓	✓
Rathmines – Tesco, Dublin 6.	✓					
Dropping Well Car Park, Milltown Road Car, Dublin 6.	✓					
Terenure – Car Park, Terenure Road North, Dublin 6.	✓	✓				✓
O’Shea’s Pub Car Park, Clonskeagh, Dublin 6.	✓					
Milltown Road Car Park, Dublin 6.	✓				✓	✓

Ringsend Recycling Centre, Pigeon House Road, Ringsend, Dublin 4. Tel: 614 4750 (Household Use Only)

Opening Hours:

March 1st to October 31st, Monday to Friday 9am – 8 pm, Saturdays and Bank Holidays 9am – 4pm (except the 17th of March)

November 1st to February 28th, Monday to Friday 9am – 5pm, Saturdays and Bank Holidays 9am – 2pm. (except the 25th & 26th of December).

Sunday closed.

The following materials will be accepted on site **free of charge**:

Papers/Newspapers/Magazines, Cardboard, Junk Mail, All glass bottles & jars, Textiles, Aluminium, Beverage Cans, Steel Food Cans, Fridges/Freezers, Batteries (domestic & car), Soft Plastic Packaging, Plastic Bottles, Beverage Cartons e.g. Tetrapak

The following tariffs apply to vehicles carrying material other than those listed above:

Tariff	Charge
Car	€ 15
Estate car/Jeep/SUV	€ 20
Vehicle + single axle trailer	€ 40
Van Vehicle + double axle trailer	€ 100

Fire Stations

Fire Brigade HQ, Tara Street, Dublin 2 673 4000
Donnybrook Fire Station 269 7777

Libraries

Pearse Street, Dublin 2 674 4888
Kevin Street, Dublin 8 475 3794
Fitzwilliam Street, Ringsend, Dublin 4 668 0063
Anglesea Road, Ballsbridge, Dublin 4 668 9575
Lr. Rathmines Road, Dublin 6 497 3539

Parks and Landscape Services

Leo Fitzpatrick, District Parks Officer 668 4364

Merrion Square Park, Sandymount Green, St. Patrick's Park, Sandymount Strand, Shelly's Banks/Great South Wall, Booterstown, St. Kevin's Park (Camden Row), Dodder Linear Park, Cabbage Garden Park (Bride Street), Beechill Park, Peace Park (Christchurch Place), Palmerston Park, Herbert Park, Tranquilla Park, Dartmouth Square, Orwell Park, Belgrave Square, Dartry Park, Pearse Square, Herzog Park, Ringsend Park, Ranelagh Gardens, Sean Moore Park, Irishtown, Irishtown Nature Park, Irishtown Stadium

Swimming Pools/LEISURE CENTRES

Markievicz Leisure Centre, Townsend Street, Dublin 2 672 9121
Rathmines Pool, Lower Rathmines Road, Dublin 6 496 1275

Ringsend Wastewater Treatment Works,

Pigeon House Road, Poolbeg, 281 5918

Glossary of Terms & Acronyms

ACM	Assistant City Manager
AO	Administrative Officer
CCMA	County & City Managers Association
CM	City Manager
DoEH&LG	Department of Environment, Heritage & Local Government
DoS	Director of Services
DP	Data Protection
EM	Executive Manager
FoI	Freedom of Information
LANC	Local Authority National Council
LANPAG	Local Authority National Partnership Advisory Group
LGCSB	Local Government Computer Services Board
LGMSB	Local Government Management Services Board
LRC	Labour Relations Commission
PMAMG	Performance Management Advisory & Monitoring Group
PMDS	Performance Management & Development System
PSI	Public Sector Information
PVG	Performance Verification Group
SEO	Senior Executive Officer
SPC	Strategic Policy Committee

Classes of Records Held by Dublin City Council

Dublin City Council maintains a wide variety of records in a number of different formats.

Within the local government sector a record is defined as,

Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such an activity

This definition is drawn from the *National Retention Policy for Local Authority Records in Ireland*. This policy was produced by the Local Government Management Services Board (LGMSB) in 2002 and is available on request from the LGMSB in CD format for a once off fee of €40 per CD.

Records generated and/or retained by Dublin City Council can take the form of minutes of meetings, letters received, letters issued, notes of telephone conversations, post-it notes, maps, drawings, papers, files, photographs, films, micro-films and micrographic records, sound recordings, pictorial records, magnetic tapes, magnetic discs, optical or video discs, other machine readable records, electronically generated and maintained databases, spreadsheets, e-mails, GIS systems, etc. the list of possible forms of records is long. Section 80 of the Local Government Act 2001 also states that any such copies made of records either made or received will be treated as records.

Dublin City Council adheres to the *National Retention Policy for Local Authority Records in Ireland*. The policy document contains a records schedule. The records schedule provides an organised system of control for the retention of records. For the purposes of the schedule records are treated as having a three stage life cycle:

- Current records are stored within the office of Dublin City Council and are frequently required by staff in order to carry out the functions of their division.
- Records become non-current when they are needed for occasional reference or in order to meet legal or financial obligations.
- Archive/Dispose phase – this is the stage when records are no longer required by Dublin City Council. The records are either archived or destroyed depending on the requirements contained in the National Records Retention Policy.

The National Retention Policy for Local Authority Records in Ireland. identifies the time periods for which a record will be retained for and at which point it stops being *current* or *non-current*. It also identifies the time period a record should be retained before it is disposed of/destroyed.