

Dublin City Council

Comhairle Cathrach Bhaile Átha Cliath

Freedom of Information Act

Section 15 reference Book | Third 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

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.

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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,

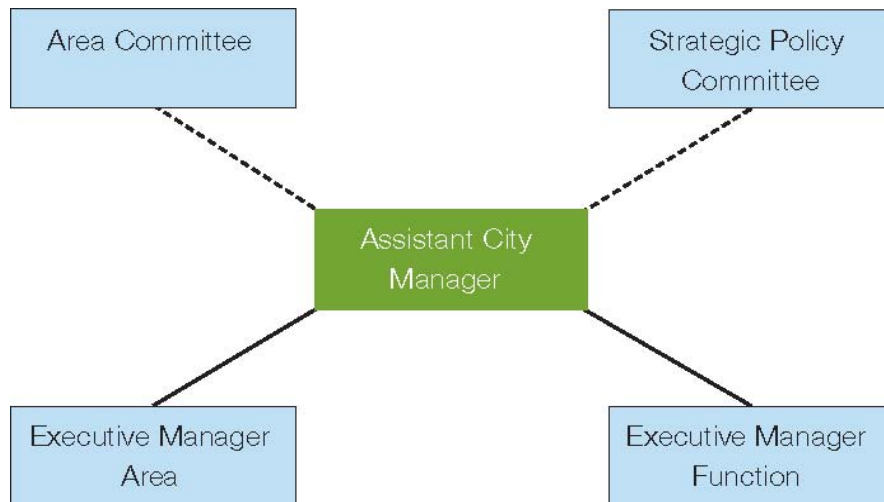
1. Housing & Building
2. Roads, Transportation & Safety
3. Water Supply and Sewerage
4. Development Incentives and Controls
5. Environmental Protection
6. Recreation and Amenity
7. Education, Health & Welfare
8. Miscellaneous Services/Corporate Affairs

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 56 74
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; Courthouse Maintenance (Green Street); Malicious Injury Claims; Abattoirs 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 13 Local Electoral Areas namely: Artane, Ballyfermot, Ballymun/Whitehall, Cabra/Glasnevin, Clontarf, Crumlin/Kimmage, Donaghmede, Finglas, North Inner City, Pembroke, Rathmines, South Inner City and South West Inner City. Local Elections were last held in June, 2004 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 usually held). The Council also decided in July 2004 that the Annual meeting would be held for the years 2005-2008 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.

There are five Area Committees: -

- 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)

There are six Strategic Policy Committees: -

- Economic Development, Planning and European 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 (10 of whom are members of the City Council and five are representatives of 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.

Other Committees: -

- Protocol and Selection Committee
- Committee on Services for the Elderly
- Audit Efficiency Group

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 & Selection 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

- Advisory Committee of the Dublin Transportation Office
- Association of Municipal Authorities of Ireland
- Ballymun Regeneration Ltd.
- City of Dublin Skin And Cancer Hospital Hume Street
- Dublin City Enterprise Board
- Dublin City Gallery (Hugh Lane)
- Dublin City University
- Dublin Docklands Development Authority
- Dublin Port Company
- Southern & Eastern Regional Assembly
- Dublin Regional Authority
- Dublin Regional Authority EU Operational Committee
- Dublin Regional Tourism Organisation Ltd.
- Dublin 12 Drugs Task Force
- Eastlink Bridge Limited
- Eastern River Basin District Advisory Council
- General Council of County Councils
- George Bernard Shaw Trust
- Haverty Trust
- Irish Lights Board
- Irish Public Bodies Mutual Insurance Limited
- Local Authorities Members Association
- Dublin Vocational Educational Committee
- National Maternity Hospital Holles Street
- North Fringe Area Forum
- Our Lady's Hospital for Sick Children
- Rathmines Information Community Services Centre Limited
- The Rotunda Hospital
- The Royal Hospital Donnybrook
- The Royal Irish Academy Of Music
- The Royal Victoria Eye And Ear Hospital
- St. Joseph's Senior Traveller Workshop
- Strategic Planning Guidelines Committee
- Sunshine Home Stillorgan
- Temple Bar Properties
- Travellers Consultative Committee
- University College Dublin

Partnership and Monitoring Committees

- Ballymun Partnership
- Ballyfermot Partnership
- Canal Communities Partnership
- Dublin Inner City Partnership
- Finglas/Cabra Partnership
- Northside Partnership
- KWCD Partnership
- H.A.R.P Integrated Area Plan Monitoring Committee



- Kilmainham/Inchicore Integrated Area Plan Monitoring Committee
- Liberties/Coombe Integrated Area Plan Monitoring Committee
- North East Inner City Integrated Area Plan Monitoring Committee
- O'Connell Street Integrated Area Plan Monitoring Committee

CITY MANAGER'S DEPARTMENT

Block 4, Floor 4, Civic Offices. Tel: 222 2277, 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 2102 / 2802
Executive Manager Tel: 222 2104 / 2105
Administrative Officer Tel: 222 2101
Secretary to City Manager Tel: 222 2102/2802

City Hall

Dame Street, Dublin 2.
Tel: 222 2204, 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

Third Floor, 16-19 Wellington Quay, Dublin 2. 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: 676 1845 / 222 2910, 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 2947
Senior Executive Officers Tel: 222 2946/5092/3192

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 5150, 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, Ground Floor, Civic Offices, Wood Quay, Dublin 8, Telephone 222 2222 , Fax 2225807/2228200, email: customerservices@dublincity.ie

The Customer Services Centre, comprising of a Call Centre in River House and a One Stop Shop in the Civic Offices, is the latest initiative in improving services to the customers of Dublin City Council. The key aim of the centre is to provide a single point of contact for customers, irrespective of the channel of communication they wish to use, where they can carry out their business and source whatever information they wish about Dublin City Council and its services.

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 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.

Freedom of Information Officer Tel: 222 5088

Website

Tel: 222 5047, Fax: 222 3921

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 Staff Officer Tel: 222 5076

OFFICE OF INTERNATIONAL RELATIONS AND RESEARCH

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

This unit was established by the City Manager on 2nd April. 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 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: 222 2153, Fax: 679 3054

Assistant City Manager	222 2024
City Engineer	222 2021
Executive Manager	222 2392
Deputy City Engineer (Regional Co-ordination/ Projects/Strategic Planning)	222 2020
Deputy City Engineer (Water Operations)	222 4268
Deputy City Engineer (Drainage Operations)	222 2069
Deputy City Engineer (Mechanical/Electrical Operations)	671 5899
Head of Waste Management Services	222 4246/7
Senior Executive Officer	222 3838
Senior Executive Officer	222 3774

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
- Water Division
- Drainage Division
- Waste Management Services
- Electrical Services
- Fleet Management Services
- Central Laboratory
- Survey and Mapping
- Design & Development Division
- Revenue Unit
- Design Division (Water and Drainage)
- Project Management Division
- Project Support Office (PSO)
(This Division also provides services for other departments)

The Department is also implementing the following projects:

- Dublin Bay Project
- North Fringe Water Supply Project
- Greater Dublin Region Water Conservation Project
- Greater Dublin Region Water Main Rehabilitation Project
- Waste to Energy Project
- Greater Dublin Strategic Drainage Study
- Greater Dublin New Water Sources Development
- Ballymore Eustace Water Treatment Plant
- Greater Dublin Region Major Water Source Development
- Greater Dublin Region Flood Prevention Project
- DEHLG – Capital Investment Programme – 734 Million (Design & Construction)
- ERBD – Eastern River Basin District Project

Administration Section

Finance Manager Tel: 222 5024

Administrative Officer Tel: 222 2395

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 Division

Marrowbone Lane, Dublin 8. Tel: 222 4300 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 4250
Senior Executive Engineer (IT Support Services)	222 4301
Senior Executive Engineer (Reservoirs & City Production)	289 3247

Water Services produces 350 million litres of drinking water per day and distributes 210 million litres of that to domestic and commercial consumers in the Dublin Region. The remaining 140 is supplied to other local authorities in the Dublin Region. Water is collected in the Wicklow and Dublin mountains, stored in reservoirs and treated in treatment plants at Ballymore Eustace, Roundwood and Bohernabreena. Dublin's drinking water is treated to the highest standard to meet the requirements of the EU Drinking Water Directive. From the treatment plants the water is distributed to every consumer via an extensive network of pipes that is approximately 2,300km in length. Water Services are responsible for the upkeep of this network. The entire system works on gravity except for the northern city fringe where pumping is required.

The division operates from the following two locations:

- North City, Bannow Road Depot Tel: 838 5800, Fax: 838 6337
- South City, Marrowbone Lane Tel: 222 4316, Fax: 453 4849

Drainage Division

Civic Offices, Dublin 8 Tel: 222 0700, Fax: 222 2300

Divisional 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
- provides sewer connections for new developments
- operates the Road Gully Cleaning Programme

These services are provided from the following locations

- North City Depot, Bannow Road Tel: 838 3870, Fax: 838 4988
- South City Depot, Marrowbone Lane Tel: 453 1020, Fax: 454 7894

Water Pollution Control Section

Senior Executive Engineer Tel: 222 2702

This section is responsible for licensing the discharge of trade effluent to sewers and waterways. It carries out sampling to ensure licence conditions are met and also investigates pollution incidents.

Development & Planning Control Section

Senior Executive Engineer Tel: 222 2930

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

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. 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, Ringsend Pumping Station and East Road Depot.

Waste Management Services Division

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

Web: www.dublincity.ie/wasteinfo

Waste Management Senior Executive Officer	222 4393
Waste Management Senior Executive Officer	222 4342
Environmental Awareness Officer	222 4806
Senior Executive Engineer (Operations)	222 4248
Enforcement Officer	222 4267
Administrative Officer	222 4344
Administrative Officer	222 4521
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 175,000 tonnes of household waste in the city each year. This waste is baled and disposed of at Arthurstown landfill site, near Kill, Co. Kildare.

Waste is collected in Wheeled Bins, bags (for households that cannot accommodate wheeled bins) and Euro-bins (in apartment blocks). 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

Recycling can significantly reduce the amount of waste material going to Landfill. The following are among the City Council initiatives to promote recycling:

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. The service is also provided for schools.

9 manned bring centres are in operation taking a wide range of recyclable material.

100 glass banks are operating in the City and a further 50 will be provided over the next 12 months.

Two Recycling centres are in operation, one at North Strand (T. 836 4716) and one at Pigeonhouse Road, Ringsend (T. 087 2866312). These take a wide range of household items for recycling, including electrical, electronic and hazardous waste.

They also take bulky household materials and standard dry recyclable materials.

A household hazardous waste collection operates on Saturdays at fortnightly intervals at designated locations from February to November.

A bulky household collection operates from April to October.

Recycling units have been placed at City Centre locations of heavy pedestrian traffic, part of a joint initiative with Repak.

Home composting units are available to households.



Full information on Waste Management Services, including Recycling Facilities and Bring Centres is available on the website at www.dublinwaste.ie

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. An annual Tidy Districts Competition is held.

Abandoned Vehicles/Graffiti Removal

Tel. 222 4254 / 222 4242

The Waste Management Services Division removes abandoned vehicles in the city and it also provides a removal service for households who wish to dispose of unwanted vehicles for a fee of €30. 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 of electrical / electronic retailers only.

Electrical Services Division

Marrowbone Lane, Dublin 8 Tel. 222 4400, Fax. 4531655
Acting Divisional Engineer Tel. 222 4470



Senior Executive Engineer Tel. 222 4476 & 222 4479

This 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 Council.

Fleet Management Services

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

Head of Fleet Management Tel: 222 7501

Senior Engineer Tel: 222 7502

Senior Mechanical Superintendent Tel: 222 7503

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 fleets.

Central Laboratory

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 is responsible for the sampling and analysis of drinking water, river and bathing waters, sewages and trade effluents, in order to ensure that the requirements of National and European environmental standards are met. Approximately 30,000 water samples are analysed annually in the laboratory, which is equipped with a wide range of sophisticated analytical instrumentation. The 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.

In addition, the laboratory carries out work on a contract basis for the National Group water Schemes Monitoring Programme and occasionally for other Local Authorities.

The laboratory has been accredited to the international standard ISO 17025 since 1997 and has recently extended its scope of accreditation. It is the only laboratory in the County accredited for cryptosporidium and GIARDIA analysis. New equipment and information systems have also been installed to enable testing to be carried out to the highest international standard and to enhance the service provided to its customers.

Survey & Mapping Section

Block 1, Floor 3, Civic Offices, Dublin 8 Tel: 222 2018, Fax: 222 2687

Manager – Land Surveying and Mapping Tel: 222 2375

This Section:

- Provides a surveying service (inc. GPS surveying), and legal mapping 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.
- Investigates encroachments, defines boundaries and advises on boundary disputes relating to City Council property.
- Checks property title for the Law, Housing and Development Departments.
- Provides computerised drawings for other City Council Departments.

Design (Drainage & Water) Division

The Drainage Design office is located at: Block 1, Floor 2, Civic offices, Dublin. 8
Tel: 222 2155, Fax: 222 2300

The Water Design Office is located at: 68 – 70 Marrowbone Lane, Dublin 8 Tel: 222 4300, Fax: 454 6435

Senior Engineer Tel: 222 2403

The Design Division provides technical assistance to the Water and Drainage Departments and is responsible for developing and managing water and drainage infrastructure schemes to meet the needs of the city.

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.

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: 281 5918

Dublin City Council (acting on behalf of all the Dublin Local Authorities) is proposing to provide a waste to energy plant to treat household and commercial waste that cannot be reused or recycled. The project is 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 proposed site is located on the Poolbeg Peninsula.

The City Council will enter into a Public Private Partnership arrangement in respect of the design, construction, operation and financing of the project. The contract for the project will be awarded using the negotiated procedures in accordance with the relevant EU directives.

These procedures provide for using a shortlisting process which concluded in late 2005 when the "preferred bidder" (service provider) was selected. In early 2006 it is anticipated that work by the service provider will be well advanced on the preparation of the necessary Environmental Impact Statement (EIS). Work on construction cannot commence until the required planning and licence approvals have been obtained. These comprise the approval An Bord Pleanála to the EIS, a



waste licence from the Environmental Protection Agency and a licence to generate and supply energy from the Commissioner for Energy Regulation.

Projects Management Division

Deputy City Engineer Tel: 222 2020

This Division manages a range of 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. The team makes extensive use of external service providers and consultants. This team manages the DEHLG Capital Investment Programme (Water and Drainage) and is responsible for long term strategic planning of water and drainage services.

Projects Management Division oversees the following list of projects:

North Fringe Project

Block 1, Floor 2, Civic Offices, Dublin. 8 Tel: 222 2789 Fax: 222 2300

Project Engineer Tel: 222 2410

The north fringe project office was set up to address the deficit in sewerage and water supply infrastructure in the North Dublin / South Fingal area. This Office has just completed the delivery of the North Fringe / Northern Interceptor Sewer in 2003, and is currently project managing the North Fringe Water Supply Scheme. This Scheme is valued at €51m and involves the construction of 36km of watermains, and a major ground level reservoir and high level water tower at Sillogue.

Dublin Region Water Conservation Project

Design Office, Floor 3, 68/70 Marrowbone Lane, Dublin 8 Tel: 473 4978

Project Manager: Tel: 473 4928

Deputy Project Manager Tel: 222 4364

This project was implemented in order to reduce leakage. To date, €47 million has to be invested and leakage within the City has been reduced by 33%. The project involved the division of the city into districts or zones, which could be isolated and the flows metered as well as the upgrading and expansion of the telemetry system and the conversion of the paper record of water mains into electronic format enabling an average of 1,500 leaks per month to be identified and repaired. Any further reduction in leakage will require a programme for the extensive replacement of pipes. While this major programme is being mobilised the Council is already carrying out interim pipe replacement contracts on a priority basis. New draft Bye-Laws for the management and conservation of drinking water in the city have been adopted to complement the conservation programme.

Dublin Region Water Main Rehabilitation Project

Design Office, Floor 3, 68/70 Marrowbone Lane, Dublin 8 Tel: 473 4928, Fax: 222 454 6435

Project Manager Tel: 473 4928

Deputy Project Manager Tel: 222 4369



This project will build on the success of the Dublin Region Water Conservation Project Leakage reduced from 42.5% to 28% by replacing old pipes in the region. The DOEHLG has allocated €118m to carry out this project in the Dublin Region and Dublin City Council will manage delivery of this ambitious project.

Greater Dublin Strategic Drainage Study

River Tolka Study

Design Office, Floor 3, 68/70 Marrowbone Lane, Dublin. 8 Tel: 222 4260, Fax: 454 6435

Project manager Tel: 222 4260

Deputy Project Manager Tel: 222 4809

Deputy Project Manager Tel: 222 4273

Project Technician Tel: 222 4803

The €10 million Greater Strategic Drainage Study (GSDSDS) has now been completed for the Dublin Region. It included the construction and verification of hydraulic models for all piped drainage in the Dublin Region and eight rivers including the Tolka. It recommends provisions that are necessary to allow the continued development of the region without compromising the environment or increasing the risk of flooding. Implementation of the study recommendations will require a major programme of works and capital funding of €2.4 billion in parallel with full implementation of new policies and operational recommendations. More information is available on DCC's Website.

Dublin Water New Sources Development

Projects 'Water', Floor 4, 68/70 Marrowbone Lane, Dublin 8 Tel: 222 4250, Fax: 454 4797

Project Manager Tel: 222 4250

A partial review in the year 2000 of the Greater Dublin Water supply strategic Study (1996) confirmed that the growth predicted in the Region as a result of the Strategic Planning Guidelines far exceeded the 1996 estimates. In order to ensure continued water supply to the region in the short term, McCarthy Hyder consultants were appointed in April 2002 to investigate various new sources of water supply with a view to bringing them on stream within 2-4 years or as required. Thirteen options were examined which include increased abstraction from existing sources, canal water, groundwater and desalination together with audits of commercial usage. In addition, procurement for the major long-term source (Shannon Scheme) will ensure the long-term sourcing of drinking water supplies.

Dublin Region Major Water Sources Development

Projects "Water", Floor 4, 68/70 Marrowbone Lane, Dublin 8 Tel: 222 4250, Fax: 454 4797

Project Manager Tel: 222 4250

This project is designed to secure a new major source of drinking water for the Dublin region. It will include examining the possibility that water from the River Shannon could be used in the longer term. This work derives from the 1996 Greater Dublin Water Strategic study - agreed between DEHLG and the 7 Local Authorities in the Dublin Region.

The broad timetable reads as follows:



Feasibility Study by end 2005.
Preliminary Report by mid 2007.
Statutory Process by 2010.
Contract Documents and Procurement 2012.
Construction and Commissioning by 2015.
Total Capital cost in region of €750m.

Ballymore Eustace Water Treatment Plant Expansion

Waterworks Division, Marrowbone Lane, Dublin 8.
Project Engineer Tel: 222 4336

Approval was obtained from the Department of Environment Heritage and Local Government in 2003 for an advance contract to provide extra drinking water in 2003 and contract documents are being drawn up. In addition, the long-term development of Ballymore Eustace is being progressed.

Dublin Flood Protection Project & SAFER Project

Design Office, Floor 3, 68/70 Marrowbone Lane, Dublin 8 Tel: 222 4270
Project Manager 222 4270

The Dublin Flood Protection Project is designed to provide a strategic framework within which coastal flooding can be managed and risks to life and property reduced. The project will propose solutions and an enhanced early warning system for the region.

The SAFER Project is part of a 10m euro EU funded INTERREG project involving Dublin City, Germany, Scotland and Switzerland to address flood risk reduction. The project will use latest technology, coupled with active flood partnerships and emergency response management to provide Dublin and its citizens with the very best level of flood protection.

Eastern River Basin Project

Design Office, Floor 3, 68/70 Marrowbone Lane, Dublin 8. Tel: 222 4274
Project Manager 222 4274
GIS Co-ordinator 222 4803

This is a 4-year project to put in place a framework to deliver on the EU Water Framework Directive in the Eastern River Basin District. Dublin City Council is the lead Authority on behalf on the 12 Local Authorities in the Region.

Project Support Office (PSO)

Floor 3, Block 1, Civic Offices Tel: 222 3910
Senior Engineer 222 3910
Senior Executive Engineer 222 2597

This Office provides active support to all projects and ensures that best practice in Project Management is followed in the delivery of projects.

Bohernabreena Spillways Project

Project Manager Tel: 452 6550
This is a major project designed to improve reservoir safety.



Environmental Health Officers Section

Tel: 222 3737, Fax: 6793376

Principal Environmental Health Officer Tel: 222 3742

Atmospheric Pollution and Noise Control Unit

Tel: 222 2167, Fax: 679 3376

Principal Environmental Health Officer Tel: 222 3738

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 smoke and sulphur dioxide is carried out at fifteen 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 FIRE BRIGADE

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

The Dublin Fire Brigade serves both the Dublin City and the counties of Fingal, South Dublin and Dún Laoghaire Rathdown. As well as being the largest full time Brigade in the Country it is the only Brigade to provide an Emergency Ambulance Service, which is provided on behalf of the Eastern Regional Health Authority. The Brigade serves an area of 356 square miles with an established strength of over 900 personnel. Latest statistics show that 134,000 calls for assistance were received in 2004 with over 100,000 of these being actual fire and emergency incidents that require a response in the Dublin and County area.

Assistant Chief Fire Officer, Operations	673 4102
Assistant Chief Fire Officer, Special Projects	673 4104
Assistant Chief Fire Officer, Fire Prevention	673 4103
Assistant Chief Fire Officer, Logistics / H & S	673 4105
Assistant Chief Fire Officer, Training / Ambulance	673 4106
IT Manager, CAMC	679 1499
Third Officers:	
Training Centre	673 4401
Ambulance	673 4107
South Dublin & ISO Project	673 4108
Special Projects	673 4112
North Dublin & Retained	673 4110
HQ Townsend Street	673 4111
Logistics, Workshop and Stores	673 4113
City Centre	673 4114
Administration	
Administrative Officer	673 4273
Senior Staff Officer	673 4260 / 673 4088 / 673 4020 / 673 4239
Communications Officer	673 4154

Operations

Townsend Street, Dublin 2 Tel: 673 4000

Dublin Fire Brigade's Operations is the day-to-day running of Dublin Fire Brigade's Emergency and Ambulance service, staffed by approximately 800 operational personnel over a four watch system.

The Dublin area is divided into six districts with eleven whole time and four 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 1155
No. 8	Rathfarnham	298 2597
No. 9	Blanchardstown	820 2722
No. 12	Dún Laoghaire	280 1093

Retained Stations:

Swords	840 1222
Malahide	845 0317
Balbriggan	841 2137
Skerries	849 1254

Ambulance Service

Townsend Street, Dublin.2
Tel. 673 4000

Dublin Fire Brigade has provided an Ambulance Service for the Dublin Region for over a hundred years. The ambulance service responds to over 96,000 calls per annum and facilitates this demand with 11 Ambulances. An ambulance is based at each whole time station with the exception of Dun Laoghaire, with 2 based at Tara Street Headquarters. Dublin Fire Brigade continues to be accredited with the ISO Quality Award for the Emergency Ambulance Service.

Computer Aided Mobilisation Centre (CAMC)

Townsend Street, Dublin 2 Tel: 673 6288

Dublin Fire Brigade's Control Centre, which is located at Townsend Street, processes approximately 135,000 fire and ambulance calls annually and is responsible for the mobilisation of responses in Dublin City and County as well as counties Laois, Meath, Wexford and Longford. It is planned that the mobilisation service will be extended to the remaining counties in Leinster and to Cavan and Monaghan. Dublin Fire Brigade continues to be accredited with the ISO Quality Award for the Computerised Mobilisation Centre (CAMC)

Training Centre

Malahide Road, Marino Tel: 833 8313/14, Fax: 833 5472

Email: dfbtrainingcentre@eircom.net



The training of Dublin Fire Brigade staff takes place at the Training Centre at Malahide Road, Marino. Qualified trainers provide the training necessary for Brigade personnel running internal courses such as recruit fire-fighting, officer command and control training, driving instruction, breathing apparatus training etc. The centre provides many different courses for Dublin City Council such as Occupational First Aid. The centre also provides training courses for other Local Authorities, Fire Departments, the Defence Forces and the Gardai. The Brigade Museum is housed here.

Fire Prevention Section

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

Senior Executive Fire Prevention Officers:

ALPHA District	673 4055
ALPHA District	280 1121
BRAVO District A/SEFPO	673 4054
BRAVO District A/SEFPO	673 4063
DELTA District	673 4057
DELTA District A/SEFPO	673 4042
CHARLIE District	673 4052
ECHO District	673 4071
FOXTROT District	673 4068

Executive Fire Prevention Officers:

FOXTROT District	673 4275
ALPHA District A/EFPO	673 4067
ECHO District	673 4064
FOXTROT District	673 4153

The role of the Fire Prevention Section includes that of ensuring adequate fire safety in buildings and other structures, and is governed primarily by the Fire Services Act, 1981 and the Building Control Act, 1990. The Fire Services Act, 1981 places a duty of care on every person having control over certain premises, to take all reasonable measures to guard against the outbreak of fire on the premises, and to ensure as far as is reasonably practicable, the safety of persons on the premises in the event of fire. Where a building is considered to be a potentially dangerous building a Fire Safety Notice may be served on the person having control over it. This notice may forbid the use of the building or part of it for certain purposes.

The Fire Safety in places of Assembly (Ease of Escape) Regulations, 1985 apply to dance halls (including discotheques), public houses and restaurants. During performance inspections are carried out to ensure compliance with these regulations. The Building Control Act, 1990 provides a statutory basis for the Building Regulations. The Fire Prevention Section is responsible for administration and enforcement of the fire safety provisions of the Building Control Act, 1990 for most buildings except houses. A Fire Safety Certificate is required before commencement



of work consisting of new buildings as well as material change of use and most alterations and extensions to which Building Regulations apply with certain exceptions.

Logistics

Townsend Street, Dublin. 2 Tel: 673 4000

The Logistics Section has specific responsibilities within Dublin Fire Brigade relating to:

- Materials – Purchase, storage and maintenance of clothing and other goods.
- Vehicles – Purchase, repair and maintenance of Dublin Fire Brigade vehicles.
- Equipment – Purchase, repair and maintenance of Dublin Fire Brigade equipment.
- Buildings – Maintenance of all Dublin Fire Brigade buildings.

Health & Safety

Townsend Street, Dublin. 2 Tel: 673 4000

The function of this section is to set out the policies and procedures to ensure the safety, health and welfare of all employees. To maintain standards and procedures set out in our Safety Statement as required under legislation. To conduct Health & Safety training.

Special Projects / Planning & Development

Townsend Street, Dublin. 2 Tel: 673 4000

The function of this section is to examine the impact of the external environment upon delivery of Fire and Ambulance Services, in addition to ensuring compliance with statutory requirements. An officer from this section liaises with the major infrastructure design teams (i.e. Luas and Dublin Port Tunnel) in Dublin to ensure the designs include Fire and Ambulance Service requirements. This section is also involved in major event planning.

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, e.g. (i) Rescue (Water, Heights), (ii) Auxiliary Fire Service, (iii) Casualty (1st Aid), (iv) Welfare (caring for displaced persons), (v) Wardens (radiological emergencies).

Civil Defence Officer

677 2699

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 Environment and Culture 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. The section implements Dublin City Council's Prohibition of Consumption of Intoxicating Liquor on Streets and in Public Places Bye-Laws.

Senior Staff Officer Tel: 222 3936

INTOXICATING LIQUOR BYE-LAWS

These bye-laws became effective on the 6th October 2000 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 issue the fines, on foot of a request by An Garda Síochána. Payments for these fines are made to the Environment & Culture Department.

Control of Horses

Tel: 222 5276, Fax: 222 2366

Dublin City Council's Bye-Laws made under the Control of Horses Act, 1996 came into effect on the 1st February, 1999. 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 licence - there is a €31.74 application charge. Licenced owners must be over 16 years of age
- 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
- 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. 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;
- A description of the horse;
- The date of the seizure or detention of the horse;
- Particulars of the manner in which the horse is dealt with;
- 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

The operation of the Dog Warden Service and Dog Pound Service is carried out by a private contractor on behalf of Dublin City Council.

School Meals and Cooked Meals Schemes

Tel: 222 3937 / 2223935

The School Meals Scheme operated in 182 national schools in the Dublin area in 2005, catering for approximately 38,000 pupils daily. Hot soup is also provided to 10 schools in the inner city from October to April, catering for over 1,800 pupils. Hot meals are provided to 15 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

Local Agenda 21 Environmental Partnership Fund

This is a fund administered by the section in partnership with the Department of the Environment, Heritage and Local Government. The fund provided is match funded by the Department and Dublin City Council.

Funding is available for projects, which focus on aspects of waste management to complement the Department of the Environment, Heritage & Local Government's National Environmental Awareness Campaign – "Race against Waste".

Examples of such projects would be concerned with waste prevention, recycling or educational and awareness raising schemes in the Local Community.

Exhumations

Tel: 222 3368 Fax: 222 2366

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

Sports Section

Tel: 222 2163

The Sports Section is responsible for the management and operation of two sports halls and four swimming pools. It also deals with enquiries and lettings for swimming pools, sports halls and playing pitches. The Section also manages the Markievicz Leisure Centre, Finglas Leisure Centre, Ballymun Leisure Centre and Irishtown Stadium.

Senior Staff Officer Tel: 222 3362

Markievicz Leisure Centre,	Tel: 6729121
Finglas Leisure Centre,	Tel: 8642584
Ballymun Leisure Centre,	Tel: 8623508
Irishtown Stadium,	Tel: 6697099

Swimming Pools:

Coolock Pool, Northside Shopping Centre, Coolock, Dublin 5.	Tel: 847 7743
Crumlin Pool, Willie Pearse Park, Windmill Road, Crumlin, Dublin 12.	Tel: 455 5792
Rathmines Pool, Williams Park, Rathmines, Dublin 6.	Tel: 496 1275
Sean McDermott Street Pool, Dublin 1.	Tel: 872 0752

Sports Halls

Glin Road, Coolock.	Tel: 847 8177
Aughrim Street	Tel: 838 8085



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
Dublin City Librarian Tel: 674 4800
Deputy 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 to meet the information needs of the citizens of Dublin. Libraries are a community-based resource available to every age and interest group.

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.

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.

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

- o Reader Services
- o Information Systems and Services
- o Financial and Building Management Services
- o Human Resources
- o Research Services
- o Development
- o Dublin & Irish Collections
- o Central Library services
- o Cabra Services

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

Branch Libraries:-

Ballyfermot Library, 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, 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	Tel: 674 4997
E-Mail cityarchives@dublincity.ie	

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.

Business Information Centre

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

E-Mail businesslibrary@dublincity.ie

Provides business information, company profiles, annual reports, government publications, newspapers and periodicals (reference service only).



Children's & Schools' Library Service

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

Provides library service to primary schools in Dublin, holds a collection of children's books of Irish interest, provides advice to teachers and parents.

Civic Museum

South William Street, Dublin 2 Tel: 674 4800

Provides the citizens of Dublin with an understanding and knowledge of the city through permanent and temporary exhibitions, lectures and other organised programmes. This public facility is currently closed due to ongoing infrastructural improvements. The lecture and exhibition programme has been relocated to Dublin City Library & Archive, Pearse Street. Collection enquiries should be made to 674 4800 e-mail dublinpubliclibraries@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 yet have a branch library. Service is also provided to senior citizens' complexes and to individuals who require a home based service.

Music Library

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

Provides cassettes, sheet music, scores and a reference collection on all aspects of music. Compact disc lending service available for a small fee.

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.

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, a wildlife sanctuary 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 ground associated with civic buildings
- Provision of a civic decoration service, which includes flags, planters and floral tubs
- 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
- New amenities recently provided include developments in South Dock Street, in Coultry Park and the Red Stables Arts & Crafts Centre in St. Anne's Park. Playgrounds have been provided in Johnstown Park and Brickfields Park and in Eamonn Ceannt Park a new all-weather pitch has been developed. New work is being undertaken in Albert College Park in association with Tennis Ireland and lighting has been installed along Clontarf Promenade. A total upgrade of Markievicz Park is being undertaken.
- On-going projects in the parks include work at Portland Place; an extension to the Par 3 golf course in St. Anne's Park; new entrance and work on the gates at St. Anne's Park; Cherry Orchard Park; St. Michan's Park; California Hills and the completion of the skateboard park in Bushy Park.
- Plans for 2006 include the development of the new play area in Ringsend Park; a park in Chancery Street ; the new neighbourhood park in Father Collins Park and initial work in Pelletstown.

CITY PARKS SUPERINTENDENT TEL: 222 5049

Senior Executive Parks Superintendent (South East Area) Tel: 222 3437

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 3434

Senior Executive Parks Superintendent (North West Area) Tel: 222 3832

Senior Executive Landscape Architect Tel: 222 3572

District Parks Officers

Central District, Merrion Square	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	<i>Tel: 668 4364</i>
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 made available for approved courses at Universities, Colleges of Technology and certain other institutions. Each grant consists of a Maintenance and/or Fee element. The amount of grant is based on gross income.

The Department of Education & Science produce 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 Environment & Culture Department from June / July of each year. The scheme, which applies to any particular student, is that which was produced in the year the student 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 & Science's 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.

The Department and the four Dublin Local Authorities undertake an advertising campaign in the public press each year publicising the Higher Education Grant Scheme for the forthcoming academic year.

Students can apply for a grant by completing an application form (available 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 & Science on individual appeal cases
- General Records.
- Managers Orders
- Department of Education & Science 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, 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 and for details of events, please contact the reception desk.

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. These concerts were suspended during the building of the extension, it is hoped to resume the concerts in the Autumn. 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
Arts Officer: Jack Gilligan - email jack.gilligan@dublincity.ie

The Arts Section 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, amateur and community groups in the City.

Special events are organised each year:

The Dublin Writers Festival takes place in June each year. Visit the festival web site at www.dublinwritersfestival.com.

Art Exhibitions, by emerging professional artists, are held regularly in gallery at the LAB.

Opera in the Open – free outdoors summer performances.

Arts Training

Members of amateur and community arts groups and individuals are invited to participate in Spring and Autumn free training workshops. Areas covered by the professional tutors include basic and advanced acting, directing, movement, set-design, voice, stage lighting and sound, Drawing, creative writing and music appreciation. Contact the Arts Office for details.

Artists in Residence

Artists work with groups ranging from older people to children, developing art skills and appreciation. Residency programmes have included visual arts, music, creative writing and dance.

Artists / Craft persons Studios

Studios for Artists and Craft persons are provided in The Red Stables studio complex in St. Anne's Park. The complex also includes an exhibition space, workshop area, retail outlet and café. Information on studios, exhibitions and workshops available from the Arts Office.

Bursaries

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

The Thom McGinty Performance Workshop provides opportunities for selected professional performers to develop their skills through a weeklong annual training workshop conducted by an international practitioner.

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.

Per Cent for Art Schemes

Dublin City Council uses the Department of the Environment, Heritage & Local Government's Per Cent for Art Scheme extensively for relevant capital projects. Following an open submission and selection process a panel of artists is formed for a two- year period. Artists from the panel can be approached for various Per Cent for Art Schemes as they arise during that period. For major schemes, Dublin City Council may decide to hold an open competition.

Events Unit

Dublin City has a much improved public domain which has been developed by the City Council and other agencies. 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.

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: 2222242

e: events@dublincity.ie

f: 2222366

Events Unit, Environment and Culture Department, Ground Floor , 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 2.00 p.m. - 5.00 p.m.



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 €320.00. The licences are issued to trade in the vicinity of the event only.

Staff Officer Tel: 222 3377.

Projects Section

Tel: 222 3389 Fax: 222 2366

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

Senior Staff Officer Tel: 222 3389

FINANCE DEPARTMENT

Block 1, Floor 5 & 6, Civic Offices
T. 222 1100 F222 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 2005 Revenue Budget amounts to €710m, while the three year Capital programme 2005 to 2007 amounts to €3.1bn.

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 6
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 Efficiency Group 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

Finance Managers

Finance Managers 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 Officer & Treasurers Department	Tel 222 2734
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 5, Civic Offices Tel: 222 2029, 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
Administrative Officer Tel: 222 2421
Administrative Officer (Treasury) Tel: 222 2419

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.

Senior Executive Officer Tel. 222 3200
Senior Accountant: Tel. 222 2451

Payroll Section

Block1, Floor 4, 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 2379

Central Claims Unit

Block 1, Floor 6, 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 public and employee liability, property damage and malicious injury claims.

It also manages the review and renewal of all insurances for the City Council.

Claims Manager Tel: 222 2333;
Asst. Claims Manager Tel: 222 3728/2652/3641
Senior Executive Solicitor Tel: 222 3273
Senior Staff Officer Tel: 222 2954
Senior Liability & Risk Control Officers Tel: 222 3234/3258/3639/5028/3640
Senior Legal Assistants Tel: 222 3645/3235/3236/2953
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 2,000 deaths are reported to the Coroner's Office each year and approximately 400 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 also intend to renovate the Coroner's Court in Store Street.

City Coroner Tel: 874 6684 or 874 3006



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 1, 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 2993
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 and Local Government guidelines. This function is carried out in conjunction with residents, community groups and other agencies such as the Eastern Regional Health Authority, 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 Social 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
- Home Options Service
- 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 Refurbishment

Senior Executive Officer- Tel- 222-2040
Administrative Officer- Tel – 222-5098- Fax- 222-2486

Housing and Refurbishment Programmes have annual targets and are currently based on our "Social and Affordable Housing Action Plan 2004- 2008" as agreed by the Department of the Environment, Heritage and Local Government. These programmes are also in line with Dublin City Council's "Housing Strategy 2005-2011" which is consistent with the Dublin City Development Plan. Our Programmes include the purchase of second-hand houses.

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.

Affordable Housing and part V

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

The Provision of Affordable Housing through various schemes introduced by Government has become a new and significant business process for this department. This section deals with private developers on the implementation of Part V of planning legalisation whereby the City Council acquires 20% of all new Private Residential Developments for Social and Affordable Housing.

Voluntary & Co-Operative Housing

Administrative Officer Tel: 222 2065- Fax: 2778

This unit facilitates Approved Housing Bodies to access funding from the Department of the Environment, Heritage and Local Government through the Capital Assistance and Capital Loan and Subsidy Schemes. These funding schemes are available to provide accommodation to persons in need of housing. The unit also provides information, guidance and advice to the Voluntary & Co-Operative Housing Sector.



Project Management Unit

Administrative Officer – 222-3691- Fax 222 2486

This unit co-ordinates the management of all major Housing Regeneration Projects that we are now engaged in, and it is responsible with developing the concept of Project Management, Team Working and Community Consultation.

Rental Accommodation Scheme

Senior Executive Officer – Tel: 222 5026

The Rental Accommodation Scheme is a new initiative that was introduced by the Government last year. Under the Scheme new arrangements are to be put in place for the provision of housing for long-term rent supplement recipients (of 18 months plus) through sourcing by Housing Authorities of accommodation from the private rental market or through other Social Housing measures.

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.

As members of the Homeless Agency, the Council were partners in the development of the Agency's three-year plan "Making it Home" An Action Plan on Homelessness 2004 – 2006. This plan sets out a series of objectives and actions to be achieved during the course of the plan and the Council is working in tandem with the Agency, the voluntary sector and the other statutory agencies to ensure the success of the plan.

The yearly targets as set out in the plan have been integrated into the ongoing programme of service provision.

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 0301 Fax: 222 2486

Administrative Officer Tel: 222 3904 Fax: 679 1255

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

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 in accordance with 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

Tel: 222 2211, Fax: 222 2490

Senior Staff Officer Tel: 222 2080

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 2739

North City – Tel: 222 2140

South City – Tel; 222 2150

Dublin City Council provides its tenants with a number of payment methods including the Bill Pay System and Household Budget operated through an Post.

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.

The Arrears Management Information System (AMIS) allows the early identification of accounts, which are falling into arrears of rent. Follow up action is taken as appropriate.

There are 7000 tenant purchase accounts where tenants have bought their houses under the 1988 and earlier schemes.

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 2195, 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.

Grants Scheme for People with Disabilities / Essential Repair Grant Scheme

Tel : 222 2195 Fax: 222 2778

Senior Staff Officer : 222 5210

Grants for People with Disabilities are available to carry out reconstruction or improvement works on a house in order to provide suitable accommodation for a member of the household who has a disability.

The Essential Repairs Grant is 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-five years of age to qualify and be living on their own or residing with a spouse or other person aged sixty-five 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 5000 loan accounts. The activities include receiving and recording payments through the cash office and from the banks through electronic transfer, setting up new loan accounts, issuing



statements and providing loan redemption figures. This section also deals with tax relief at source.

Loan Arrears

Tel: 222 2269, Fax: 222 2778

The Arrears Section is responsible for the monitoring and follow up action on loan accounts in arrears. This includes entering into agreements to pay off arrears and may also require legal proceedings for repossession where necessary.

Housing Maintenance & Estate Management

Tel: 222 2222, Fax: 2222 2487

Senior Executive Officer Tel: 222 2048

Administrative Officer Tel: 222 3677

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 and private contractors.

Housing Maintenance Depots are located at: -

Ballymun	Tel: 842 0174/ 842 5804
Ballyfermot (Garryowen Road)	Tel: 626 4606/ 6236440
Cabra	Tel: 838 4337
Coleraine Street	Tel: 872 4533
Cork Street [Sundrive Road]	Tel: 454 5981
Cromcastle,	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 2604

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
- Management of Municipal Rowing Centre

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 Officer (Recreation Services) 222 3414

Assistant Community Development Officer (Special Projects) 222 3307

Assistant Community Development Office (Older Persons Unit) 222 3411

Municipal Rowing Centre

Longmeadows, Islandbridge.
T. 677 9746

- The aim of the Municipal Rowing Centre is to provide an introduction to rowing to the young people of Dublin.
- The centre is used extensively by schools, summer projects and summer camps throughout the year.
- Enquiries or bookings can be made by telephoning the above number.

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 Pre-School Service

The Community Development Section encourages the establishment of Community Pre-school Playgroups and currently supports 80 Community Playgroups and Pre-school Federations in Ballymun, Finglas, North Central Inner City and Ballyfermot. These Federations support the setting up and running of pre-schools in their areas. The Community Development Section provides a skills based service to those who prefer a more informal approach to meeting their educational needs.

We provide classes in the following: -

- 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. We provide our teachers free of charge to appropriate community groups around the City.

Older Persons Unit

- 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. All of the committees are grant-aided by Dublin City Council. 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

The Community Development Section manages three recreational centres, Pearse Street, Sheriff Street, East Wall. 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.

Housing Welfare Section

Tel: 01 222 2233 Fax: 01 222 2699
Chief Welfare Officer 222 3308

The Housing Welfare Section is Dublin City Council's Social Work Service.

We provide a confidential service to tenants, tenant purchasers, travellers and potential tenants of Dublin City Council. The aim of this service is to meet the combined needs and welfare of the applicant / tenant, Dublin City Council and the local community. Housing Welfare Officers are social workers, employed by Dublin City Council, who work with individuals, families, groups and communities.

There is a daily duty service from 9:15 am to 12 noon at the Welfare Section, where you can see a duty Housing Welfare Officer. This is a free walk in service. Housing Welfare Officers are also area based and provide a weekly clinic service from the areas. Details of times and locations are available from the appropriate Area Office. Dublin City Council provides a specific Social Work service for members of the Travelling Community who wish to avail of it. Duty times are the same as those listed above, and an area based social work service is also provided.

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

Dublin City Council is now providing 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.

Senior Housing Welfare Officers

South Central Area 222 3339

Dublin North West, Dublin Central 222 3344

South Central Area 222 3349

North Central, South East and Dublin Central 222 3345

Travellers Team 222 3330

Social Inclusion Unit

Tel: 222 2962 : 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 2962

Traveller Accommodation

Tel: 222 0301 Fax: 222 2699

Senior Executive Officer Tel: 222 3355



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

161 Group Housing Units.

126 Official Halting Bays with Accommodation for 2 Caravans in each Bay, also approximately 130 Traveller Families living in Standard Accommodation. The programme is ongoing and there are plans to provide up to 90 to 95 Units over the next 2 years.

Over the past few years the importance of the community aspect of Traveller Accommodation has become more relevant and accordingly the Traveller Section 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 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 good 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 2005 – 2008 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 2005 – 2008.

Senior Staff Officer Tel: 222 3353

Service Points:

Labre Park, Kylemore Road, Ballyfermot.	626 5419
Labre Park Pre-school.	623 4425
St. Oliver's Park, Cloverhill Road, Clondalkin.	623 4338
St. Dominic's Park, Belcamp Lane, Coolock.	848 7615
St. Josephs Park, Dunsink Lane, Finglas.	836 2144
St. Margaret's Park, St Margaret's Road, Ballymun	862 3192

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 3737 Fax: 222 2824

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

This unit became part of the Housing and Residential Services in February 2005. The Environmental Health Unit is responsible for the inspection of private rented dwellings to ensure that they comply with regulations governing rented dwellings. Where standards are not complied with, legal proceedings can be initiated 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 is taken under the Public Health Acts.

HUMAN RESOURCES DEPARTMENT

Block 4, Floor 4, Civic Offices Tel: 222 3041, Fax: 2222491
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

Administrative Officer Tel: 222 2363

Senior Staff Officer Tel: 222 5802

Recruitment & Manpower Planning

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

Senior Executive Officer Tel: 222 2356

Administrative Officer Tel: 222 5280

Senior Staff Officer Tel: 222 5096 / 222 2353

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 / 2222320 / 2222361

Senior Staff Officer Tel: 222 2358

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

Administrative Officer Tel: 222 5202

Training and Development

The objective is to promote organisational and individual learning.

Senior Executive Officer Tel: 222 2781 Administrative Officer Tel: 222 3096
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: 2223136 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.

Senior Staff Counsellor Tel: 222 5141 Staff Counsellors Tel: 222 5142 / 5143 / 5144

PMDS Unit.

160 Capel Street.

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

Project Coordinator Michael McGinty 2227829,
Project Administrator 2227830

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 managers 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 7, 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 3,500 users are supported in more than 50 specific applications at 170 locations throughout the city.

Executive Manager ICT Tel: 222 2001

Assistant ICT Manager Service Delivery Tel: 222 2314

Assistant ICT Manager Technical Service Support Tel: 222 2002

Assistant ICT Manager Application Support Tel: 222 2311

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, Conservation) Tel: 222 3312
Deputy Dublin Planning Officer
(Development Control, South City) Tel: 222 3629
Deputy Dublin Planning Officer
(Development Control, Central & North Central Areas) Tel: 222 3628
Deputy Dublin Planning Officer
(Development Control, North West Area) 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 I.T. Unit

Development Plan

Tel: 222 0400, Fax: 222 2830

The Development Plan is central to the planning system and its purpose is to provide the strategic framework and policy context within which all Dublin City Council planning decisions are taken.

The review of the 1999 City Development Plan, which commenced in March 2003 was completed with the adoption by the City Council of the City Development Plan 2005 in March 2005. This plan will last for 6 years until 2011 and progress on its



implementation will be the subject of a report to Council in 2007. Arising from the plan process, a fundamental and comprehensive review of housing standards including the management of private housing complexes is currently being carried out by the Development Plan Team.

Development Plan Team.

Deputy Planning Officer	Tel: 222 3312
Senior Executive Planner	Tel: 222 3446
Senior Executive Planner	Tel: 222 3473
Administrative Officer	Tel: 222 3315

Conservation Office

TEL: 222 3926, FAX: 222 2830

It is the policy of Dublin City Council to protect the architectural heritage of the city and to secure the protection of buildings and structures that are "Protected Structures" as defined in the Local Government (Planning and Development) Act 2000.

The Conservation Office provides professional advice to owners of protected structures on conservation issues and administers the National Conservation Grant Scheme, which provides assistance for appropriate conservation works to eligible structures.

Conservation Officer Tel: 222 3927

Strategic Projects/Local Area Plans

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 Planner	222 3451
Senior Executive Planner	222 3485

Development Registry / Control /Decisions

Whilst operating within the formal and statutory framework of the City Development Plan and guided by non-statutory plans, such as Strategic Planning Guidelines, Integrated Area Plans and Local Area Plans. Development Control seeks to harness the creative energies of the development community, civic bodies, architects and the public, to ensure that new building, refurbishment and regeneration contribute to the unique physical character, economic well-being and social and cultural vitality of the City of Dublin.

South City – South East and South Central
Deputy Dublin Planning Officer Tel: 222 3629

South East Area
Senior Planner Tel: 222 3813 Senior Executive Planners Tel: 222 3441/3500

South Central Area
Senior Planner Tel: 222 3474 Senior Executive Planner Tel: 222 3736/3457

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

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

Central Area
Senior Planner Tel: 222 3483 Senior Executive Planners Tel: 222 3485/3494

North Central Area
Senior Planner Tel: 222 3486 Senior Executive Planner Tel: 222 3481/3501

North West Area
Deputy Dublin Planning Officer Tel: 222 3317

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

Administrative Officer Tel: 222 5170

North Central / North West Areas

Planning Enforcement Officer Tel: 222 3121/3118

Central Area

Planning Enforcement Officer Tel: 222 3119/3116

South East Area

Planning Enforcement Officer Tel: 222 3123/4

South Central Area

Planning Enforcement Officer Tel: 222 3122/3117

Protected Structures

Planning Enforcement Officer Tel: 222 3534

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 Act 1990 and the current Building Regulations 1997-2000 require developers to submit Commencement Notices for any works which require a Planning Permission or 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 grandstands at sporting events and other structures.

Senior Building Surveyor North City	Tel: 222 3321
Senior Executive Building Surveyor	Tel: 222 3477
South West City Senior Executive Building Surveyor	Tel: 222 3479
South East City Senior Executive Building Surveyor	Tel: 222 3468
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 nonrenewable 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

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

Senior Executive Officer Tel: 222 2043

Deputy City Engineer (Port Tunnel) Tel: 2453091

Deputy City Engineer (Road Projects) Tel: 2225257

Deputy City Engineer (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

Administrative Officer Tel. 222 3679

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.

H.R./Projects/Street Furniture

Administrative Officer Tel. 222 3799

Senior Staff Officer Tel. 222 2531

This section deals with all major road projects and also has responsibility for all staff matters within the department. This section also manages the monitoring of the public domain, particularly in relation to street furniture and the licencing and control of such items as tables and chairs.

Traffic Advisory Group/Council

Administrative Officer Tel. 222 2536

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.

Dublin Port Tunnel

Project Office, East Wall Road, Dublin 3.

T. 245 3090 F. 2453177

E. dpt@dublincity.ie www.dublincity.ie/porttunnel

Project Manager Tel: 2453091

Deputy Project Manager Tel. 2453090

This project will provide a motorway tunnel from the M1 (Coolock Lane Interchange) to Dublin Port. Construction commenced in 2001 and the tunnel is scheduled to open in 2006. The function of the tunnel is to remove port related and other goods vehicles from the city streets.

Quality Bus Network (QBN) Project Office

Floor 4, WorldCom 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.

Construction work is in progress on the following new QBCs in the Dublin city area:

- Blackrock (Merrion Road)
- Pearse Street
- Howth Road
- South Clondalkin Phase 3

Road Design Services

Senior Engineer Tel: 2222046

Senior Executive Engineer Tel: 2222601



Road Design Services is responsible for the design of various road and bridge improvement schemes, including environmental upgrading and pedestrianisation projects and preparation of associated contract documents. The structural design team is involved in the inspection, assessment and rehabilitation of the existing bridges within the City.

Senior Engineer Tel: 2222046

Senior Executive Engineer Tel: 2222601

Road Construction Services

Senior Engineer Tel: 2222582

Senior Executive Engineer Tel: 2222595

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 and canal schemes.

Road Maintenance Services

Deputy City Engineer 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	8371595/8520022
Marrowbone Lane	South City	4543736

Public Lighting Services

Deputy City Engineer Tel: 222 2579

Senior Engineer Tel: 222 4448

Senior Executive Engineer Tel: 222 4403/222 4430

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.

Roads & Traffic Planning Services

Senior Engineer Tel: 222 2046

Senior Executive Engineer Tel: 222 2589

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.

Traffic Control Systems

Head of Technical Services Tel. 222 2599 F. 2222670

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 Services

Senior Engineer Tel. 223814

Senior Exec. Engineer (South East Area) Tel. 222 2134

Senior Exec. Engineer (South Central Area) Tel. 222 3829

Senior Exec. Engineer (Central Area) Tel. 222 2134

Senior Exec. Engineer (North West and North Central Areas) Tel. 222 2500

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 and 31 area wide schemes have been completed in residential areas. Construction work is progressing on a further 6 schemes, with a further two schemes at design or public consultation stage. 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

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

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.

The Traffic Education School and track are undergoing modernisation. Education services will continue and will be delivered in schools.

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 is also the Unit which co-ordinates Car Free Day on behalf of the City Council and its five local Area Committees.

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.

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 Parking Control Bye-Laws were reviewed in 2005 and new bye-laws came into effect on 1st June 2005.

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 3649
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
Project Manager HARP	Tel: 873 7012
Project Manager O'Connell St	Tel: 222 5047
Area Housing Manager North East Inner City	Tel: 222 3884
Area Housing Manager North West Inner City	Tel: 873 6501

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.
- 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.
- Delivery of the Integrated Area Plans H.A.R.P., N.E.I.C., and O'Connell Street.
- 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.
- Maximising of potential development sites in the area.

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, part of which includes the Historic Area Rejuvenation Project (HARP) Integrated Area Plan. The office also provides a full housing service for Cabra.

The Office has created and developed strong community links with community forum, the local Gardai, Residents Associations, Sporting Organisations and local businesses.

North West Inner City Area Housing Office (NWIC)

53 Upper Dorset Street, Dublin 1.

Tel: 873 6500 Fax: 873 6599

Area Housing Manager: 873 6500

Office Manager: 873 6500

Community Officer: 873 6510

Sports Development Officer: 873 6505

Estate Managers: 873 6521/873 6515

The NWIC area stretches from north of the River Liffey back to the North Circular Road and from the Phoenix Park to Gardiner Street. This 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 NWIC.

Estate Managers and their staff are available to meet with residents and discuss their requirements, comments and/or concerns. They meet with residents associations on a regular basis to ensure the smooth running of estates.



A Sports Development Officer runs sporting programmes, which cater for young people at risk. A Community Officer provides advice and assistance to community groups on how to access grant aid and set up Community Projects.

The NWIC liaises with local businesses, residents associations, An Garda Síochána and community groups – ensuring that the entire community is aware of issues that may affect them and to plan for the future of the area.

North East Inner City Office:

51/53 Sean MacDermott Street, Dublin 1

Tel: 222 5346, Fax: 222 5322

Housing Manager: 222 3884
Senior Staff Officer: 222 5313
Project Estate Officer: 222 2998/222 2982

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 Drunconra, 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.

Within the Central Area there are also three Integrated Area Plans:

North East Inner City Integrated Area Plan

51/53 Sean MacDermott Street, Dublin 1

Tel: 222 5346, Fax: 222 5322

Acting Senior Architect: 222 3558
Administrative Officer: 222 3026
Senior Staff Officer: 222 2587
Senior Community Officer: 222 5312

Key areas of the plan are the rebuilding and refurbishment of the existing public housing and the attraction of private enterprise and housing into the area. The development of education, training, employment and community-based programmes is integral to this €127 million plan.

H.A.R.P. Integrated Area Plan

North West Inner City Office, 97 New Cabra Road, Dublin 7.

Tel: 868 7400 Fax: 868 6727 E-mail: harp.iap@dublincity.ie

Project Manager: 873 7012
Senior Engineer (Central Area): 222 2590
Senior Executive Architect: 222 3575
Community Officer: 873 7036
Project Administrator: 873 7035

The HARP (Historic Area Rejuvenation Plan) area extends from Henry Street to Collins Barracks and from the Richmond Hospital complex to the river Liffey. The

area is diverse, incorporating the economically important retail core along Henry Street, the established markets area, the expanding legal sector around the Four Courts and the revamped Smithfield area.

Dispersed throughout the area are vibrant communities of both new and established public and private housing communities.

Projects completed to date include Smithfield Civic Space (Phase 1), Henry Street/Mary Street (Phase 1), Ormond Square, Wolfe Tone Park Renewal, Improvements to Henrietta Street and the provision of a Community Resource Centre on Green Street.

The plan also focuses on consolidating linkages between area-based employers and training and employment agencies in the area. One of the aims of the plan is to ensure continuation of investment by promoting the area as an attractive and viable business and enterprise location. The HARP Team issue a newsletter 'HARP News' three times a year.

306 properties in the HARP area are designated for special Tax Incentives under the 2001 Living Over the Shop Scheme (LOTS). An Advisory Team has been set up to assist property owners and potential developers and to encourage take up of the scheme.

O'Connell Street Integrated Area Plan

Floor 1, Block 4, Civic Offices, Wood Quay, Dublin 8.

Project Manager: 222 2934
Project Administrator: 222 5259
Project Architect: 222 3547
Senior Executive Engineer: 222 2590

The Spire of Dublin is the first element of the environmental improvement works proposed by the O'Connell Street Integrated Area Plan. The stainless steel monument is 120 metres high, 3 metres wide at the base and approximately 15 centimetres in diameter at the apex. It is finished to give a surface that reflects the changing light of the sky. The top 12 metres of the structure is luminous.

A plaza, paved in granite and surrounded on three sides by trees has been created directly in front of the GPO. On completion of all phases, O'Connell Street will be generously landscaped and the footpaths will be widened significantly, resulting in two traffic lanes and a cycle lane in either direction for the entire length of the street. The footpaths from Henry Street/North Earl Street to Parnell Street have been widened.

A design guide for shopfronts has been prepared in order to encourage and promote good shopfront design among owners, developers and designers. These guidelines are intended to be practical, clearly stating the standards that will be sought when considering proposals for new shopfronts. It is also intended as a promotional tool for the merits of good design and high quality shopfronts.



Dorset Street & Canal Area Plan

51-53 SEAN McDERMOTT STREET, DUBLIN 1

Project Manager Tel: 222 2934

Senior Staff Officer Tel: 222 2987

The Dorset Street and Canal Area Plan is the latest addition to the major urban renewal projects already underway in the Central Area. This project includes:

- Repaving, with high quality granite, of footpaths on both sides of the street.
- Installation of a tree-lined median incorporating up lighting features.
- New lighting columns and CCTV
- New street furniture
- Resurfacing of the entire carriageway
- Upgrading of the Royal Canal from Ballybough to Cross Guns Bridge

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.

Brian Kennedy,	Senior Executive Officer	816 6710
	Senior Engineer	816 6710
Mary Flynn,	Administrative Officer	816 6719
Eoin Ward,	Senior Executive Parks Superintendent	816 6711/222
3436		
Richard Cleary,	Environmental Liaison Officer	816 6710
Dympna McCann,	Senior Staff Officer	816 6711
RAPID Co-Ordinator	Jim Lee	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 Questions 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.

John Egan	Area Housing Manager	877 1622
Deirdre Murphy	Senior Staff Officer	877 1631
Martina McHugh	Project Estate Officer	877 1633
Brenda Duffy	Project Estate Officer	877 1625
Philip Power	Project Estate Officer	877 1634
Tony Hynes	Senior Community Officer (Kilmore/Coolock/Darndale)	877 0066
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. 8398311 F. 8391715

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

Elaine Mulvenny	Senior Executive Officer	839 8344
Aidan Fitzsimons	Area Housing Manager	839 8311
Sheila Duffy	Senior Staff Officer	839 8311
Ann Smith	Project Estate Officer	839 1700
Marian Finglas	Senior Community Officer	839 8344
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

Patricia Hyde	Senior Planner	222 3486
Sean Murphy	Senior Executive Planner	222 3501
Tom Conroy	Senior Executive Planner	222 3481
Said Shawqi	Executive Traffic Engineer - Traffic	222 2551
Bernard Grimes	Senior Architect	222 3496
Adrian Corrigan	Senior Executive Engineer - Roads Maintenance	222 2562
James Murphy	Senior Executive Engineer - Main Drainage	222 2413
Adrian Conway	North Fringe Project Office	222 2410
John Neylon	Dublin Port Tunnel	245 3090
David Gray	Waterworks Inspector	838 5800
Dermot Johnston	Main Drainage Inspector	838 3870
John McGrane	Roads Maintenance Inspector	852 0022
Peter Hedderman	Waste Management Inspector	848 2375
Pat Whelan	District Supervisor, Fairview Park	833 6262
Mick Harford	District Supervisor, St. Anne's Park	833 8898
Dessie Hughes	Area Housing Maintenance Officer	847 2563

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
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Libraries

Coolock Library, Berryscourt 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, Tonleeg Road, Dublin 13.	848 1704
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Swimming Pools:

Coolock Pool, Northside Shopping Centre, Coolock.	847 7743
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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

The North West Area includes Ballymun, Finglas, Glasnevin North and parts of Santry and Whitehall.

It is bounded on the north by Northway Estate, running along the City Boundary at Saint Margaret's Road, taking in Poppintree and extending onto Santry Avenue. It crosses the Swords Road and continues on to the M1 Roundabout via Coolock Lane. The Eastern border is formed by the Swords Road, where it joins its Southern side at Griffith Avenue. The Southern boundary continues via Tolka Valley Road as far as Cardiffsbridge Park. The Western boundary extends along Rathoath Road, by Avila Park onto Finglas West to Northway Estate.

The North West Area has 20,089 households with a population of over 60,000, making up more than 12 per cent of Dublin City's Population.

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

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

The North West Area is currently undergoing a major regeneration process. Major new housing projects and facilities are being delivered in Ballymun. The Finglas area is the focus of a new regeneration strategy, which will guide the development and provision of new housing and civic facilities and will facilitate commercial growth over the coming years.

North West Area

(Finglas, Ballymun, Whitehall electoral areas)

North West Area, H.Q.

Ballymun Civic Centre,
Main Street,
Ballymun,
Dublin 9.

Finglas Civic Centre,
Mellows Road,
Finglas,
Dublin 11.

T: 222 5610 F: 842 4466

T: 222 5400 F: 834 6431

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

Email: northwestarea@dublincity.ie

Ciaran McNamara

Assistant City Manager

Tel: 222 5610

Email: ciaran.mcnamara@dublincity.ie

Damian Drumm

Area Manager, North West Area
222 5729
Email: damian.drumm@dublincity.ie

Ken Hand

Deputy Area Manager, North West Area 222 5135
Email: ken.hand@dublincity.ie

Margaret Geraghty

Assistant Area Manager, Finglas. 222 5133
Email: margaret.geraghty@dublincity.ie

Geraldine Gorman

Senior Executive Officer, Social Inclusion. 222 5411
Email: geraldine.gorman@dublincity.ie

Anne Lannon

Administrative Officer, North West Area 222 5439
Email: anne.lannon@dublincity.ie

North West Area Committee

(Finglas, Ballymun ,Whitehall)

Date of Meeting – 3rd Friday of every month

Delivery of Services in the Area.

Maura Gormley
Senior Architect (City Architects) 222 3537
Email: maura.gormley@dublincity.ie

Leah McKenna,
Senior Executive Engineer (Traffic) 222 2500
Email: leah.mckenna@dublincity.ie

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

Norman Boyd
Senior Executive Planner 222 3440
Email: norman.boyd@dublincity.ie

Bernard Brady
Senior Executive Parks Superintendent 222 3832
Email: bernard.brady@dublincity.ie

Mary O'Callaghan
Senior Staff Officer (Finglas) 2225419
Email: mary.ocallaghan@dublincity.ie



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

Area Housing Manager (Ballymun) 2225708

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

Mick O'Rourke
Area Housing Manager 222 5730
(Relocations, Ballymun)
Email: mick.orourke@dublincity.ie

Gerry Filgate
Area Housing Manager (Ballymun) 222 5439
Email: gerry.filgate@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 (Finglas South)
Project Estate Officer 222 5400
Email: george.ocarroll@dublincity.ie

Darren Ryan (Finglas East)
Project Estate Officer 2225417
Email: darren.ryan@dublincity.ie

Welfare

Aideen O'Byrne
Housing Welfare Officer (Ballymun) 222 5710
Email: aideen.obyrne@dublincity.ie



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

Máire Brady
Housing Welfare Officer (Finglas) 222 5400
Email: maire.brady@dublincity.ie

Community

Larry Dooley
Senior Community Officer (Finglas) 222 5404
Email: larry.dooley@dublincity.ie

Miriam Flynn
Senior Community Officer (Finglas) 222 5412
Email: miriam.flynn@dublincity.ie

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

ESTATE OFFICES – BALLYMUN.

Karl Cagney, (Ballymun North West),
Poppintree Community Centre,
T : 862 4146 F : 862 4144 9.30 a.m. – 12.30 p.m., 2.30 p.m. – 4.00 p.m.

Derek O'Rourke, (Ballymun South West),
187 Sillogue Road.
T : 8422495 F : 862 5006 9.30 a.m. – 12.30 p.m., 2.30 p.m. – 4.00 p.m.

Joy Moloney, (Ballymun East),
Ballymun Civic Centre.
Main Road, Dublin 9.
T; 2225697 F: 8621056 9.30 a.m. – 4.00 p.m.

Depots

Waste Management
Collins Avenue Ext. Dublin 9
Inspector: Joe Potts 837 3226
Email: joe.potts@dublincity.ie

Waste Management
Finglas, Dublin 11.
Inspector: Joe Potts 834 3542
Email: joe.potts@dublincity.ie



Housing Maintenance (Finglas)
Broombridge Road, Cabra.D.7.
T : 838 4337 F: 838 4759
Area Maintenance Officer – Brendan McCabe
Email: brendan.mccabe@dublincity.ie

Housing Maintenance (Ballymun)
St. Margaret's Industrial Estate,
Dublin 11 842 0174
Area Maintenance Officer – Fran Dawson
Email: fran.dawson@dublincity.ie

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: Stephen Kealy

Ballymun Leisure Centre
Main Street,
Ballymun,
Dublin 11 T: 8623508

Sports Development Officers

Ger Carty (Ballymun)
Sports Development Officer 222 5721
Email: ger.carty@dublincity.ie

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

Antonia Martin (Finglas)
Sports Development Officer 222 5407
Email: antonia.martin@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, (Casement 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

Ciarán Murray 222 5603/ 222 5604
Managing Director
Ballymun Regeneration Ltd.
Email: ciaran.murray@dublincity.ie

Seamus Lyons, 222 5603/222 5604
Executive Manager
Email: seamus.lyons@dublincity.ie

Michael McDonagh, 222 5627 / 222 5628
Chief Architect, BRL
Email: micheal.mcdonagh@dublincity.ie

Jim Conway,
Finance, Administration and Social Regeneration Manager, BRL 222 5606
Email: jim.conway@dublincity.ie

Eamon Farrelly,
Project and Contract Manager, BRL 222 5625
Email: eamon.farrelly@dublincity.ie

Phil O'Neill,
Senior Engineer 222 5623
Email: phil.oneill@dublincity.ie

Sheena McCambley,
Senior Planner 222 5624
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 Area Architect South Poppintree/Silloogue Email: derry.solon@dublincity.ie	222 5676
Dorothea Burger Landscape Architect Email: dorothea.burger@dublincity.ie	222 5769
Ian Baker Senior Accountant Email: ian.baker@dublincity.ie	222 5614
John Rizzolo Health & Safety, Utility Services Co-Ordination Manager Email: John.rizzolo@dublincity.ie	222 5622
D'arcy Donnelly Human Resources Manager Email: darcy.donnelly@dublincity.ie	222 5616
Paul Mc Veigh Quantity Surveyor paul.mcveigh@dublincity.ie	222 5658
Trish Scanlon Social Regeneration Development Manager Email: patricia.scanlon@dublincity.ie	222 5723
Mary Woolhead Employment and Economic Projects Email: mary.woolhead@dublincity.ie	222 5618

SOUTH CENTRAL AREA

Units 20-21 & 29 The Maltings Business Park, Marrowbone Lane, Dublin 8.

Assistant City Manager	Tel: 222 2024
Executive Manager	Tel: 222 5248, Fax 453 1088
Senior Engineer	Tel: 222 5247, Fax 453 1088
Senior Planner	Tel: 222 3474, Fax 222 2830
Senior Architect	Tel: 222 3538, Fax 222 2084
Executive Parks Superintendent	Tel: 222 3434, Fax 222 2668
Senior Executive Engineer (Traffic)	Tel: 222 3829, Fax 222 2760
Assistant Community Development 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, the Cherry Orchard Action Plan, the Ballyfermot Village Plan etc.

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 are also underway including the demolition of Fatima Mansions and St. Michael's Estate.

Ballyfermot Area Office

(Covering: Ballyfermot)

Ballyfermot Community Civic Centre, Ballyfermot Road, Dublin 10.

Tel: 620 7122

Fax: 621 5939

Email: ballyfermot.areaoffice@dublincity.ie

Assistant Area Manager,	Tel: 620 7122
Area Housing Manager,	Tel: 620 7118
Project Estate Officer,	Tel: 620 7114
Senior Staff Officer,	Tel: 620 7122
Senior Community Officer,	Tel: 626 0913
Housing Welfare Officer,	Tel: 222 3335 (Civic Offices), Fax: 670 7326

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

Assistant Area Manager Tel: 222 5520

Senior Staff Officer Tel: 222 5508

Senior Community Officer Tel: 222 5517, Fax: 408 7030

Housing Welfare Officer Tel: 222 5509 (Civic Offices), Fax: 408 7030

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

Assistant Area Manager Tel: 222 5109, Fax 473 5526

Area Housing Officer Tel: 222 5121, Fax 473 5528

Project Estate Officer Tel: 222 5115, Fax 473 5528

Senior Community Officer Tel: 222 5112, Fax 473 5528

Senior Staff Officer Tel: 222 5109, Fax: 473 5526

Housing Welfare Officer Tel: 222 5130, Fax 473 5528



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 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

(INCLUDING LIBERTIES / COOMBE I.A.P. OFFICE)

Assistant Area Manager	Tel: 222 3536
Administrative Officer	Tel: 222 2938
Senior Staff Officer	Tel: 222 3654
Area Housing Manager	Tel: 222 5180, Fax 473 5533

Senior Area Community Officers:

South West Inner City Tel: 222 3686, Fax: 453 1088

Rialto Tel: 222 5186, Fax: 453 1088

Housing Welfare Officer Tel: 222 2233, Fax: 222 2699

Rapid Co-ordinators:

South West Inner City Tel: 222 5184, Fax: 453 1088

Canals Area / Rialto Tel: 222 5195, Fax: 453 1088

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

Fatima Project Office

6 & 7J Fatima Mansions, Rialto, Dublin 8.

Project Manager Tel: 222 5100, Fax 454 7823

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

Matt Twomey
Assistant City Manager
TEL: 222 2024/2022

Eileen Brady
Area Manager
TEL: 222 2639

South East Area
(South East Inner City, Pembroke, Rathmines)

Date of meeting – 2nd Monday of every month except August

Ruth Treacy, Area Committee Administrator 222 5127

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 three electoral areas under the control of the following:

Pembroke:
Gerry Lalor, Senior Engineer / Assistant Area Manager, 222 3861

Rathmines:
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

All Urban and Village Renewal projects in the area will be completed by December 2006. These include Montague Street Improvement Works, renewal and upgrading of the public footpaths and public lighting at Richmond Street South and upgrading works on Lower Rathmines Road and along the Grand Canal from Charlemont Street Bridge to Leeson Street Bridge.

There are plans for a number of significant development projects in the Area in the next few years. These include:

- Redevelopment of York Street Flats
- Provision of a new swimming pool, gymnasium, multi-purpose hall, crèche, residential units and a new civic space on the Rathmines Swimming Pool site.
- Precinct Improvement works in Whelan House and O'Rahilly House
- St. Andrews Court Precinct Improvement and development of social and affordable housing schemes
- Rejuvenation of Charlemont Street Flats complex and redevelopment of the adjoining site
- Markievicz House Precinct Improvement works
- Provision of a new fixed bridge to replace the existing lifting bridge – General McMahon Bridge located on Pearse Street/Ringsend Road
- Development of social housing units at Londonbridge Road
- Redevelopment of Rathmines Waste Management Depot site and Rathmines Fire Station site
- Redevelopment of housing units at Gloucester Street, Moss Street and Townsend Street Units

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:

Susan Roundtree, Senior Architect,	222 2239
Gerard Flaherty, Senior Executive Engineer (Traffic),	222 2134
Martin Jordan, Senior Executive Engineer (Roads Maintenance),	222 2568
Pat Curran, Senior Executive Parks Superintendent,	222 3437
Kevin O'Sullivan, Public Domain Enforcement Officer,	222 5344
Paurig Gallagher, Environmental Liaison Officer,	222 3934
Ruth Treacy, Senior Staff Officer, Area Committee,	222 5127
Eimear O'Sullivan, Senior Staff Officer, Administration,	222 5080
Darach O'Connor, RAPID Co-ordinator,	222 2056
Daniel Russell, Sports Development Officer,	222 3198

Waste to Energy Project

Peter Morley, Senior Executive Officer, Cambridge Road, Ringsend, 281 5918

Housing and Community Services

Eileen Martin, Area Housing Manager, 222 3197

Michael Adams, Project Estate Officer –
Pearse Street Area/Ringsend 222 2004



Peter Ryan, Project Estate Officer –
Rathmines/Ranelagh/Donnybrook, 222 2478

Tony Gallagher, Project Estate Officer –
Pearse House / York Street Project, 222 3303

Welfare

Pat Richardson, Senior Housing Welfare Officer, 222 3345
Fiona Bolger, Housing Welfare Officer, 222 3334
Marianne Dunne, Housing Welfare Officer, 222 5293

Community

David Neary, A/Senior Community Officer, 222 3427
THOMAS SCOTT, COMMUNITY OFFICER, 222 2742
Ronan O'Donnell, Community Officer, 222 3423
John Cooper, Community Officer, 222 3429

Local Estate Office Opening Hours

City Centre Area: Mercer House Office
74C Mercer House, Mercer Street, Dublin 2.
Tuesday 10am to 12pm

Charlemont Street Area: Tom Kelly Road Office
40 Tom Kelly Road Flats, Charlemont Street, Dublin 2.
Wednesday 10am to 12pm

Pearse Street Area: Townsend Street Office
121 – 123 Townsend Street, Dublin 2 – T: 222 7512
Monday, Wednesday & Friday: 10 am to 12 pm
Tuesday: 10am to 12pm and 2pm to 3.30 pm
Thursday: 2pm to 3.30 pm

Ringsend Area: Cambridge House, Cambridge Road, Dublin 4
T: 2815918
Monday: 2pm to 3.30 pm
Thursday: 10am to 12pm

Planning Control and Enforcement

John O'Hara, Senior Planner, 222 3813
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

Frank O'Sullivan, Area Maintenance Inspector, Marrowbone Lane, 454 3736

Housing Maintenance

John Dowling, Area Maintenance Officer, Portland Row, 222 7590

WASTE MANAGEMENT

John Billane, Cleansing Inspector, Rathmines, 497 7391

Pat Domican/Val McDonnell, Cleansing Inspector, Bow Lane East, 478 5075

Main Drainage

John Dixon, Drainage Inspector, Marrowbone Lane, 222 4483

Waterworks

Marrowbone Lane,
222 0600

FACILITIES

BRING CENTRES

Location	Glass	Clothes	Paper Tetrapak	Batteries Mobile Phones	Plastics	Cans
Temple Bar – Parliament Row, Fleet St Car Park entrance, Dublin 2	✓					
Wanderers Rugby Club, Donnybrook, Dublin 4.	✓					✓
Sandymount – Strand Road (opposite Esso Station), Dublin 4.	✓	✓				✓
Old Belvedere Rugby Club, Anglesea Rd, 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: 497 7391 Open Mon – Thurs 10am – 4pm, Fri 10am – 1pm, Sat – Sun 10am - 4pm	✓	✓	✓	✓	✓	✓
Rathmines – Waste Management Depot, Gulistan Terrace, Dublin 6. Tel: 497 7391 Open Mon – Thurs 10am – 4pm, Fri 10am – 1pm, Sat -Sun 10am –4pm	✓	✓	✓	✓	✓	✓

Location (continued)	Glass	Clothes	Paper Tetrapak	Batteries Mobile Phones	Plastics	Cans
Rathmines – Tesco, Dublin 6.	✓					
Rathmines– Swimming Pool, 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.	✓				✓	
Winetavern Street, Dublin City Council, Dublin 8.	✓					✓
St. Vincent’s St Flats, Clanbrassil Street, Dublin 8.	✓					✓

Ringsend Recycling Centre, Pigeon House Road, Ringsend, Dublin 4. Tel: 614 4750 (Household Use Only)

Opening Hours:

February 1st to October 31st, Monday to Friday 9am – 8 pm, Saturdays and Bank Holidays 9am – 4pm (except the 17th of March)

November 1st to January 31st, Monday to Friday 9am – 5pm, Saturdays and Bank Holidays 9am – 2pm (except the 25th & 26th of December)

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	€7
Estate car/Jeep/SUV	€10
Vehicle + single axle trailer	€20
Van Vehicle + double axle trailer	€30
Van	€30

FIRE STATIONS

Fire Brigade HQ, Tara Street, Dublin 2
Donnybrook Fire Station

677 8221
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
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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

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
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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.