



Office of Public Works

Section 15 & 16 Manual

**Guide to the Functions, Records, Rules
and Practices of the Office**

(2010)

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PART 1-Introduction

The Freedom of Information Act, 1997 ("the Act"), in operation since 21 April 1998, and amended in 2003 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 oneself amended where it is incomplete, incorrect or misleading; and
- A legal right for each person 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 individuals. This reference book has been prepared and published in accordance with the requirements of Sections 15 and 16 of the Act.

In accordance with Section 15 of the Act, the purpose of this reference book is to facilitate access to official information held by the Office of Public Works (OPW), by outlining the structure and functions of the Office; details of the services we provide and how they may be availed of; information on the classes of records we hold and information on how to make a request to the OPW under the Act.

This guide also includes details of the principal guidelines, procedures, rules, practices and precedents which the staff of the OPW use in carrying out their official duties and administering the various services, schemes etc. delivered by the OPW to its customers, in line with our obligations under Section 16 of the Act.

The Act allows public access to information that is **NOT** routinely available through other sources. Access to information under the Act is subject to certain exemptions and involves specific procedures and time limits.

Copies of this publication are available from the Freedom of Information Unit, OPW, Jonathan Swift Street, Trim, Co. Meath. Phone: 046-9426124/6125, Lo-call: 1890 213414 (If outside 01 area), Fax: 046-9438459, Email: foiunit@opw.ie. An up to date version of the publication is maintained on the Internet at <http://www.opw.ie>.

PART 2-Freedom of Information Applications

2.1 Routinely Available Information

General information on the OPW is available on the OPW's web site, which is located at <http://www.opw.ie>. General information is also contained in our Annual Report and in our Statement of Strategy. Copies of all legislation related to the areas of responsibility of the OPW may be obtained from:

**The Government Publications Sales Office,
Molesworth Street,
Dublin 2.**

Phone: 01-671 0309

Fax: 01-475 2760

Information on European Union legislation or reports can be accessed via:

**The European Commission Representation in Ireland,
European Union House,
18 Dawson Street,
Dublin 2.**

Phone: 01-662 5113

Fax: 01-662 5118

The OPW is disposed to conduct its business in as open and transparent a manner as possible. It will, therefore, attempt to make information available outside the formal procedures of the Act, subject to the general scope of exemptions in the Act, if this is the preferred option of the person seeking the information. In Part 3 of this reference book where the heading 'Information Available' is included, under the entry of a Section/Unit of the Office, this indicates information that can be obtained without using the Act.

Part 6 also lists for each Section/Unit of the Office, under the heading 'Classes of Records Held', the topics on which records are held in each area. It may not be necessary to use the Act to access the information held in these records. Please contact the relevant official (see 'Contact Name' under the relevant Section/Unit entry in Part 6) who will advise whether the information required can be provided to you directly or whether you will have to make a formal FOI request in order to access the information. (Section 3.2 following tells you how to make a formal application under the Act).

PART 3-How To Get Information

3.1 Provisions of the FOI Act

Under the Act anyone is entitled to apply for access to information not otherwise publicly available. Each person has a right to:

- Access to records held by this Office;
- Correction of personal information held by this Office where it is inaccurate, incomplete or misleading; and
- Access to reasons for decisions made by this Office directly affecting oneself.

The following records come within the scope of the Act:

- All records relating to personal information held by the OPW irrespective of when they were created;
- All other records created from the commencement date of the Act (i.e. 21 April, 1998);
- Any other records necessary to the understanding of a current record; and
- Personnel records of serving staff created from 21 April 1995 and those created prior to that date, where being used or proposed to be used in a way, which adversely affects or may affect the person involved.

3.2 Applications under the FOI Act

All applications under the F.O.I. Act for-

- Access to records held by this Department
- Correction of personal information relating to oneself held by Departments where it is inaccurate, incomplete or misleading
- Access to reasons for decisions made by the Department directly affecting oneself, should be addressed to:

**Freedom of Information Unit,
The Office of Public Works,
Jonathan Swift Street,
Trim,
Co. Meath.**

Phone: 046-942 6124/6125; Lo-call: 1890 213414 (If outside 01 area);

Fax: 046-943 8459;

Email: foiunit@opw.ie

Requests will be acknowledged within two weeks and the applicant will be informed of the name of the person handling the request. The Office is obliged to respond to your request within four weeks.

3.3 Compiling your Application

Your application should be in writing and addressed to the FOI Officer Freedom of Information Unit, Office of Public Works, Jonathan Swift Street, Trim, Co. Meath and must be accompanied by the appropriate fee. Details of fees are contained on the FOI application form, which is available on the Internet at <http://www.opw.ie>.

Payment should be made by way of bank draft, postal money order or personal cheque made payable to "The Office of Public Works". If claiming a reduced application fee, the request must also be accompanied by the Medical Card registration number, issuing Health Board and your consent to verification of these details with the Health Board.

If you are not using this form, then your application should

- Refer to the FOI Act
- Give as much information as possible about the records being sought
- Specify if you would like to obtain copies of the records or would prefer access in another form i.e. photocopy, computer disk, etc

- You may be required to prove your identity, especially when seeking personal information, so you may, therefore, be asked to produce your Birth Certificate, Driving Licence, Passport or other form of identity.

- Please include a daytime telephone number so that they can be contacted if it is necessary to clarify details of their request.

3.4 Assistance to Persons with a Disability

The OPW's FOI Unit is available to provide assistance to persons with a disability to exercise their rights under the Act; e.g. accepting oral requests from requesters who are unable to read, print and/or write due to their disability, enabling the requester to inspect or have records explained to him/her.

Part 4-FOI Decision Making in the OPW

Decisions on applications are made by nominated officers (at a level not below Executive Officer) known internally as FOI Decisions Makers. Internal Appeal decisions are made by nominated officers of a higher grade and are, generally, not made by the direct superior officer of the FOI Decision Maker.

The FOI Unit acknowledges receipt of the FOI applications, not later than two weeks following their receipt and forwards them to the FOI Decision Maker in the Section/Unit, which holds the relevant records. The nominated FOI Decision Maker proceeds to deal with the request, liaise with the requester as appropriate and make a decision in the matter, with the support and advice of the FOI Unit.

4.1 Rights of Review and Appeal

The Act sets out a series of exemptions to protect sensitive information where disclosure may damage key interests of the State or of third parties. Where the OPW invokes these provisions, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access, etc. may also be the subject of appeal. Details of the appeals mechanism are set out below.

4.2 Internal Review

You may seek internal review of the initial decision, which will be carried out by an official at a higher level if:

- You are dissatisfied with the initial response received; i.e. refusal of information, form of access, charges, etc.; or
- You have not received a reply within four weeks of the initial application. This is deemed to be a refusal of the request and allows the applicant to proceed to internal review.

Internal reviews will be carried out by an official of a higher grade than the official whose decision is being appealed.

Requests for internal review should be submitted in writing to:

**Freedom of Information Unit,
The Office of Public Works,
Jonathan Swift Street,
Trim,
Co. Meath.**

**Phone: 046-942 6124/6125;
Lo-call: 1890 213414 (If outside 01 area);
Fax: 046-943 8459;**

Email: foiunit@opw.ie

Such a request for internal review must be submitted within four weeks of the initial decision. The Office must complete the review within three weeks. The applicant will be notified in writing of the outcome. An internal review must normally be completed before an appeal may be made to the Information Commissioner.

4.3 Review by the Information Commissioner

Following completion of the internal review, you may seek independent review of the decision from the Information Commissioner. Also, if you have not received a reply to your application for internal review within three weeks, this is deemed to be a refusal and you may appeal the matter to the Information Commissioner.

Appeals in writing may be made directly to the Information Commissioner at:

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

Phone: (01) 678 5222

Fax: (01) 661 0570

E-mail: foi@ombudsman.irlgov.ie

4.4 Statement of Policy with regard to Confidentiality and FOI

The OPW undertakes to treat as confidential any information provided to it in confidence by individuals or others, subject to the Office's obligations under law, including the Freedom of Information Act. If, for any reason, you wish that information provided to the OPW should not be disclosed because of its sensitive nature, then you must, when supplying the information, make clear this wish and specify the reasons for the information's sensitivity. The OPW will consult with you before making a decision on any Freedom of Information request received involving sensitive information, which you may have supplied.

Part 5-Fees

5.1 Fees may be charged as follows:

- In respect of personal records, the cost of copying records requested will not apply, save where a large number of records are involved
- In respect of other (non-personal) information, fees may be charged for time spent in efficiently locating and copying records based on a standard hourly rate, prescribed by the Minister for Finance. No charge may apply for time spent by public bodies in considering requests.

A deposit may be payable where the total fee is likely to exceed €50.79. In these circumstances, the OPW will, if requested, assist in amending the request so as to reduce or eliminate the amount of the fee.

5.2 Charges may be waived in the following circumstances:

- Where the cost of collecting and accounting for the fee would exceed the amount of the fee;
- Where the information would be of particular assistance to the understanding of an issue of national importance; or
- In the case of personal information, where such charges would not be reasonable having regard to the means of the requester.

Section 47 of the Act provides for fees. Statutory Instruments Nos. 139 of 1998 and 13 of 1997 prescribes the following charges:

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

Part 6-Office of Public Works

6.1 Mission Statement

The mission of the OPW, as set out in our Statement of Strategy 2010-2013 is:

“To deliver, in support of Government policies, high quality customer services in property, flood risk management, general procurement and heritage in the most sustainable, efficient and economic way possible.”

OPW is an operational arm of Government and has the expertise, resources and infrastructure which enables it to handle any requirement which arises in these key areas.

6.2 Description and Functions

The OPW's primary function is to support the work of Government and the various Government Departments, Offices and other agencies, which implement Government policy, by providing services in property, construction and procurement. The skills, expertise and infrastructure which the OPW has developed, from its work in these areas, has enabled it to provide a very diverse range of additional services to Government and other customers. The OPW acts as a facilitator, delivering what is required to enable our customers to get on with delivering their core objectives.

The main focal points of OPW activity are Property Services, Flood Risk Management, Heritage Services and National Procurement Service. Property Services and National Procurement Services are shared services provided by the OPW to central Government Departments and Offices. This work is supported centrally by Corporate Services.

A more comprehensive overview of the OPW is contained in our *Statement of Strategy* and our *Annual Report*, copies of which are available on request from the Press and Information Office.

A detailed breakdown of the organisation's staff structure, along with information of the services provided is set out below.

6.3 Detailed Breakdown of Structure and Organisation

The following section gives a breakdown of the internal structure and organisation of the OPW, under the following headings:

- ***Role and Structure*** – outlines the main work of the Section/Unit and gives details of the senior management in the area.
- ***Services Delivered*** – describes the services delivered by each Section/Unit, with a focus on services impacting directly on members of the public.
- ***Information Available*** – details information available on these services and the sources of same.
- ***Classes of Records*** – lists the records held by the Section/Unit, detailing the type of record (manual, electronic, etc) and the subject matter.

- ***Rules and Practices*** – gives the rules, practices and procedures followed by the OPW in making decisions that affect the rights, privileges and benefits of members of the public.
- ***Contact Details*** – details staff members of the Section/Unit available to assist members of the public.

In relation to rules and practices it should be noted that:

- This information is only given where a Section/Unit is involved in the delivery of an enactment or scheme impacting on the public within the meaning of Section 16 of the Act; and

All areas of the Office comply with:

- The Prompt Payment of Accounts Act, 1997 (OPW Office Notice 7/98)
- The Office of Public Works Financial Authorities and Procedures for Works, Supplies and Services Contracts (OPW Office Notice 6/97)
- The Office of Public Works Instructions to Pay Form - Guidelines as to Completion (OPW Office Notice 8/00)
- Acceptance of Gifts, Favours and Hospitality (OPW Office Notice 32/00)
- Public Procurement 1994 Edition, Department of Finance, (available from the Government Publications Sales Office, Molesworth Street, Dublin 2.)
- Public Financial Procedures, Department of Finance (available from the Government Publications Sales Office, Molesworth Street, Dublin 2.)

Architectural Services

Role and Structure

Architectural Services provides a full design and project/contract management service for public sector building projects, a conservation management and advisory service and independent advice to Government. The practice has close links with the Mechanical & Electrical and Structural Engineering Sections of the Engineering Services business unit; the Quantity Surveying Section; the Heritage Services and Property Maintenance Services. Architectural Services also operate in close liaison with Project Management Services.

Architectural Services is comprised of six constituent Sections. It is headed by the State Architect / Principal Architect. Reporting to him are six Assistant Principal Architects.

State Architect and Principal Architect

Pat Cooney

Assistant Principal Architects

Liam Egan	- Architectural Services 1
Klaus Unger	- Architectural Services 2
Ciaran O'Connor	- Architectural Services 3
Michael Haugh	- Architectural Services 4
Finbarr Wall	- Architectural Services 5
Angela Rolfe	- Architectural Services 6

The Head of Maintenance (Assistant Principal Architect level) in charge of Property Maintenance Services also reports to the Principal Architect in respect of all architectural matters. Architectural staff responsible for National Monuments, in the Heritages Services of the OPW, also reports to the Principal Architect, in respect of all architectural matters. Private practitioners under the direction of the OPW Architectural Services carry out a proportion of the project work.

Services Delivered

The services provided by Architectural Services are provided to Government Departments/ Offices, Semi-State bodies and other public bodies.

The principal services provided are:

- Design and project/contract management of major new work projects in excess of €635,000
- Design and project/contract management of minor work projects up to a value of €635,000

These major and minor works projects include:

- New buildings.
- Refurbishment of existing buildings.
- Alterations, extensions, improvements and repairs.
- Fit-outs of new or existing buildings.
- External works and landscaping.
- Conservation works.
- Permanent and temporary exhibitions.

Information Available

The Sections use rules/procedures as set out in the following:

- Architectural Services General Procedures and Standards.
- Project Management Plan.
- General specifications for materials.
- Codes of Practice of RIAI & RIBA.
- Government Policy on Architecture
- Irish and British Standards, etc.

Classes of Records Held

Databases

- Projects database.

Maps/Drawings/Plans

- All completed projects and project designs including feasibility studies.

Manuals

- Building regulations, Safety & Health, Project Management Plan, Architectural Services General Procedures & Standards.

Technical Library

- General reference on architectural related matters and the built environment.

Rules, Procedures, Practices, Guidelines and Interpretations

Architectural Services operate best practice under the guidelines of their various professions (RIAI, RIBA.) In addition, they also use Health & Safety legislation, the Disability Act 2005, the Planning Acts, EU and Government contracts and procedures guidelines, and various relevant Office notices (rules and regulations) provided by the Department of Finance.

Contact Details

Ms. Brid Coffey,
Architectural Services,
The Office of Public Works,
Jonathan Swift St.,
Trim.
Co. Meath

Tel: (046) 942 6281
Fax: (046) 943 8409

Email: brid.coffey@opw.ie

Art Management Office

Role and Structure

The OPW Art Management Office operates under the direction of the OPW Art Management Group. The Art Management Group implements the Government's policy on art in State buildings, overseeing the procurement of art works and the commissioning of art projects under the Government's per cent for art scheme. The Group also sets policy and procedures within the OPW on all art related matters.

Services Delivered

The services provided by the Art Management Office are:

- Acquisition of art works for Client Departments.
- Commissioning of art projects for public buildings under % for art scheme.
- Advice on the acquisition of art works and commissioning of art projects.
- Management of art works purchased and commissioned under the % for art schemes in specific State buildings and spaces.
- Management of historic art works in OPW managed heritage properties.
- Providing public access to art works acquired by the OPW through annual touring exhibitions in co-operation with the Department of Finance and Personnel of Northern Ireland.
- Implementing Government policy of incorporating art into every Government building project.

Information Available

The Art Management Group's aims, functions and procedures are set out in detail in the OPW booklet entitled *Art Management Handbook*.

Classes of Records Held

Files:

- Records of art projects undertaken under Per Cent for Art Scheme.
- Records of historic art works commissioned by OPW.
- Catalogues of touring *Art of the State* exhibitions from 1991.
- *Art in State Buildings* catalogues (1922 to 2005).

Databases:

- Records of the State Art Collection on Access database.

Rules, Procedures, Practices, Guidelines and Interpretations

The functions and procedures of the Art Management Group are set out in detail in the OPW booklet entitled *Art Management Handbook*.

Contact Name

Jacquie Moore,
Deputy Art Adviser,
Art Management Office,
The office of Public Works,
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6076

Fax: (01) 661 3107

Email: jacquie.moore@opw.ie

Building Maintenance Service

Role and Structure

The Building Maintenance Service (BMS) carries out general maintenance and development works on Heritage Buildings in the greater Dublin, Cork and Limerick areas. Additional specialist refurbishment works are also undertaken by BMS. It is broken into Districts; BMS headquarters, Collins Barracks, Aras an Uachtarain, Iveagh House, Leinster House, Government Buildings, R.H.K., Custom House, Botanic Gardens, Castletown House and the Cork Workshop handling projects in the Greater Cork and General Muster area.

Services Delivered

BMS provides highly trained tradesmen for repairs and general maintenance projects, including:

- Carpentry and Joinery
- Painting
- Electrical
- Plumbing
- Exhibition Construction
- Bricklaying
- Roofing
- Tiling
- Waste Disposal
- Plaster Work
- Stone Cleaning

BMS undertakes specialist refurbishment works encompassing –

- Stone Restoration
- Specialist Painting
- Ornamental Plastering

BMS also has at its disposal back-up architectural and engineering services from the OPW.

Information Available

Brochure of Services (1998) gives an outline of the services offered.

Classes of Records Held

Files

- A personal file for each state industrial staff member
- Records of maintenance requests

Databases

- Personal and wage records for each state industrial staff member
- Job records
- Records of material purchased

Rules, Procedures, Practices, Guidelines and Interpretations

- Department of Finance Circular 1/94 - Revised Procedures governing the functions of Departments in relation to maintenance fitting out and refurbishment works and the purchase and supply of furniture.

- Local Government Planning & Development Regulations, 1994.
- The Building Regulations, 1997-2000.
- The Building Control Regulations, 1997-2000.
- Safety, Health and Welfare at Work (Construction) Regulations, 1995.

Contact Name:

Denis Carr,
Building Maintenance Service,
Block 11,
Collins Barracks,
Benburb Street,
Dublin 7.
Tel: (01) 7028812
Fax: (01) 6777716
Email: denis.carr@opw.ie

Chairman's Office

Role and Structure

To provide administrative support to the Chairman and the OPW Board Members. Staff coordination responsibility rests with Principal Officer of Personnel and Development Services.

Services Delivered

- Administrative support to the Chairman and Board
- Co-ordination of responses to Government Memoranda.
- Secretarial services for Accommodation Committee, Barretstown Castle Trust and the North/South Committee

Classes of Records Held

Files

- Register of Sealed Documents
- Register of OPW Board Decisions
- Register of Management Advisory Committee Meetings
- Register of meetings of North/South Committee, Barretstown Castle Trust

Databases

- Records of all correspondence to the Chairman

Contact Name

Ms. Anne O'Shea
Private Secretary to the Chairman

The Office of Public Works
Head Office
Jonathan Swift Street,
Trim,
Co. Meath.

Tel: (046) 9426135
Fax: (046) 9438530

E-mail: anne.oshea@opw.ie

Engineering Services

Role and Structure

The Engineering Services Business Unit of the Office of Public Works (OPW) provides professional engineering services, over a broad spectrum of disciplines, to deliver on Government policies and the OPW's work programmes. Engineering Services is responsible for:

- The execution of the OPW's responsibilities as the lead State body for flood risk management.
- The functions in relation to coastal protection, i.e. coastal flooding and coastal erosion, formerly held by the Department of Agriculture, Fisheries & Food.
- Maintenance of in excess of forty arterial drainage and embankment schemes.
- Investigation, survey, design, construction, and subsequent maintenance of flood relief schemes.
- Provision of a design and advisory service on matters relating to flood relief and flood risk management for the OPW, Local Authorities and other Government Departments.
- Statutory responsibility for inspection of Drainage Districts.
- Provision of Civil and Structural engineering design and construction services in support of other areas of activity within the OPW.
- Provision of Mechanical Engineering services (Civil/Plant Engineering) to the OPW and other Government Departments.
- Provision of Mechanical & Electrical Engineering services (Architectural Support) to the OPW and other Government Departments.
- The collection, processing, storage, analysis and dissemination of Hydrometric Data for use by the OPW, State Agencies, Local Authorities, Consulting Engineers, Academic Bodies and members of the public.
- Provision of advice on the erection of bridges over watercourses, or construction of dams, weirs or other obstructions in watercourses by individuals, local authorities or other bodies.
- The undertaking of works commissioned for other Government Departments and State Agencies.

Engineering Services is headed by the Director of Engineering Services. Reporting to him are six Assistant Chief Engineers. In addition, there is an Administration Section headed by two Principal Officers. Staff list attached.

Tony Smyth
Director of Engineering Services

Mark Adamson
Assistant Chief Engineer
Flood Relief and Risk Management Services

Tom Bolger
Assistant Chief Engineer
Hydrometrics, Hydrology and Flood Response Services

Michael Collins
Assistant Chief Engineer
Arterial Drainage Maintenance

John Curtin
Assistant Chief Engineer
Arterial Drainage Maintenance

John Gallagher
Assistant Chief Engineer
Civil and Structural Engineering Services

Les Lennox
Principal Officer
Flood Relief Management Services

Paul Molloy
Principal Officer
Flood Relief Management Services

Jim O'Sullivan
Chief Engineer
Mechanical and Electrical Services

Services Delivered

As the lead State agency charged with flood risk management, the OPW, through Engineering Services, co-ordinates activities of Government Departments, Local Authorities and other bodies to drive the implementation of the national flood risk management policy and to meet Ireland's obligations under Council Directive 2007/60/EC (the "Floods Directive").

Maintenance of arterial drainage schemes, carried out under the Arterial Drainage Acts 1945-1995 to ensure that schemes are kept in "proper repair and effective condition". Maintenance is normally cyclical and planned well in advance but requests from the public are also taken into account. Maintenance schemes are handled through regional offices at Trim, Headford and Limerick.

A range of services in relation to coastal protection is provided, such as the provision of an advisory service; the preparation of annual coastal protection funding programmes; management of specific coastal protection projects and studies, further development of the Irish Coastal Protection Strategy and the maintenance of Coastal Protection schemes constructed under the Coast Protection Act, 1963.

Provision of information to businesses, the public, State bodies and Local Authorities on both the risk of flooding and on historical flooding events, through the OPW websites www.flooding.ie and www.floodmaps.ie, as well as the ongoing work on the Catchment Flood Risk Assessment & Management (CFRAM) Programme.

Provision of assistance and funding to Local Authorities is identifying measures to address localised flooding problems.

- Urban flood relief schemes are undertaken in accordance with the Arterial Drainage Acts 1945 and 1995.
- Provision of Civil and Structural engineering, design and construction services to branches of the OPW including the Regional Maintenance Section, Architectural Services and Property Services as well as other Government Departments.
- Provision of a Mechanical Engineering Service (Civil/Plant) to the OPW and to other Government Departments.
- Provision of Mechanical & Electrical Engineering Service (Architectural Support) to the OPW and to other Government Departments by way of an advisory and design service for all building services. An energy conservation advice service for customers is also provided.
- Provision of hydrometric data (water levels and river flows) on request to a range of external sources, including members of the public. The data are available either from the Hydrometric Section or through the Internet (www.opw.ie/hydro/home.asp).
- The works commissioned for other Departments include the provision of syncrolifts, lock gates, the inspection and testing service for plant, cranes, lifting tackle, etc. in accordance with statutory regulations..

Information Available

- Arterial Drainage Maintenance Programme – report on measurement of return on investment deals with the return on investment in Arterial Drainage Maintenance. (1999)
- Exhibition Documents - drawings etc. for Arterial Drainage Schemes completed or under construction.
- Brochure on information to accompany applications for consent for works to bridges and culverts
- The Report of Flood Policy Review Group (2004) The Planning System & Flood Risk Management – Guidelines for Local Authorities (2009)

Classes of Records Held

Files

- A series of files relating to Drainage Districts.
- A series of files relating to each arterial drainage and urban flood relief scheme.
- A series of files relating to proposed construction/alteration to bridges, culverts etc. over watercourses.
- A series of files relating to draft Development Plans and planning applications for proposed developments adjacent to drainage schemes.
- A series of files on general drainage matters.
- A series of files on OPW's national flood policy implementation programmes
- A series of files on applications from Local Authorities for minor flood relief works

Databases

- Central files register.
- Database of property transactions.
- Database of O.S. maps (different scales).
- Hydrometric data is available at www.opw.ie/hydro/home.asp
- Reports of historical flooding events in the Republic of Ireland are available on www.floodmaps.ie

Maps/Drawings

- Details of channels and structures on all Arterial Drainage Schemes (both completed schemes and schemes not proceeded with).
- Maps of benefiting land and Schedules of benefiting lands for all Arterial Drainage Schemes (both completed schemes and schemes not proceeded with).
- Maps and schedules of owners/occupiers of lands affected by Arterial Drainage.

Hydrometric Data/Hydrological Analysis Data

- Daily staff gauge readings of water levels (records began in 1939). Continuous records of water level (first autographic recorder installed in 1946). Flow Measurement Data. Digitised Data (continuous records of water levels in a format suitable for computer processing). Processed Data (digitised data converted into a continuous record of discharge).

Rules, Procedures, Practices, Guidelines and Interpretations

The work of Engineering Services is governed primarily by the Arterial Drainage Acts, 1945 and 1995. In addition, activities undertaken must have regard to Safety, Health & Welfare legislation, Environmental legislation, the Planning Acts, EU and Government Contracts and procedures guidelines, and various relevant Office Notices (rules and regulations) provided by the Department of Finance.

Most of the Engineering Divisions have developed and are operating Quality Management Systems in compliance with the provisions of ISO 9001:2000 and OHSAS 18001.

Contact Details:

Kevin Byrne
Engineering Service
The Office of Public Works,
Head Office,
Jonathan Swift Street,
Trim
Co. Meath

Tel: (01) 647 6047

Fax: (046) 943 8459

Email: Kevin.byrne@opw.ie

Equality Unit

Role and Structure

Equality Unit comes within the HR and Performance Management Division, and its role is to provide a support service to all staff of the OPW in relation to equal treatment and dignity at work.

Services Delivered

- Promotion of equality awareness.
- Training of staff in statutory and non-statutory codes relating to dignity in the workplace.
- Management of bullying and harassment complaints.
- Monitoring of Civil Service Gender Equality Policy.
- Liaison service for assisting staff with disabilities.
- Job Shadow Initiative – work placement for people with disabilities.

Classes of Records Held

Files

A series of internal administration files covering policies, statistical returns, personal case files, procedures and reports in relation to the services delivered.

Databases

None

Contact Details

Edel Hennessey
Equality Unit,
The Office of Public Works,
Jonathon Swift St.
Trim,
Co. Meath

Tel. (046) 9426198

Fax (046) 9481793

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Financial Services

Role and Structure

The role of the Financial Services Section is the overall management of the financial affairs of the OPW. It consists of the Accounts Branch, the Management Information Framework Unit and the Management Accounting Service.

Accounts Branch

The Accounts Branch is responsible for the provision of an accounting service to the OPW. The Branch consists of the following Sub-Sections under the supervision and guidance of the Accountant (PO) and Assistant Principal (APO):

- Payments (Votes) and MIF Administration Section
- Payroll Section
- Finance Unit including Travel Claims Section and Local Loans Section

This Branch is located in Government Buildings, Hebron Road, Kilkenny and holds ISO 9001; 2008 accreditation.

Management Accounting Service:

The Management Accounting Service is responsible for the provision of management accounting advice and services to the all sections of the OPW, through a single centralised structure under the direction of the Accountant.

Two Grade I Professional Accountants and one Grade II Professional Accountant report to the Accountant with support services provided by an Executive Officer.

MIF Unit

MIF Unit is responsible for the introduction of a Management Information Framework to provide OPW with an integrated and flexible accounting and management information system in line with Department of Finance directives and best practice in financial governance.

MIF Units consists of an Assistant Principal Officer and a Higher Executive Officer.

Services Delivered

Accounts Branch:

The Accounts Branch of the OPW is responsible for:

- Making authorised payments, principally payroll, travel and subsistence and contractors claims;
- Managing and maintaining the Financial Management System;
- Receiving and accounting for revenues;
- Accounting for the financial resources of the office and the Estimates function for the office as a whole;
- Administering the Local Loans Fund on behalf of the Department of Finance.

Payments and Receipts can be made electronically for contractor's claims, loan repayments, payroll payments and travel claims. On-line Payslips and P60s will be available in 2010 to administrative staff.

Management Accounting Service:

This Unit prepares management information and accounting reports/advice to the various business units of the OPW as requested. The Unit also has responsibility for the maintenance, preparation and presentation of the OPW Capital Asset register.

MIF Section

MIF Section is responsible for the introduction, roll out and support of the Integra Financial system throughout the OPW. The section will also coordinate and provide training and support to OPW staff in relation to the Integra system.

Classes of Records Held

Payments (Votes) Section

Files

- Internal administration and maintenance files;
- Instructions to Pay, travel and subsistence claims, payment abstracts etc. which have been processed and paid;
- Cashed Payable Orders;
- Documentation relating to receipts;
- Computer printouts of various reports from Integra Computer System;
- Bank statements from Central Bank and other commercial banks in which the OPW holds an account.

Published Documents

- Appropriation Account.

Databases

- Cash Office System;
- Bank Reconciliation System;
- Authorised Officers Database.

Computerised Systems

- Integra (MIF System) and Web based version - e-Series.

Microfiche

- Microfilm of 1990 to 1995 payment records excluding cashed Payable Orders.

Scanned Records

- Scanned records of 1998 – on Compact Disc
- 1999 to 2009 payments on server and microfilm records of 1990 to 1996 payment records excluding cashed Payable Orders (1997 in hard copy).

Manuals

- ISO 9001:2008 Manuals for all processes
- Integra Payment Processing Manual
- Integra Receipts Manual

Salaries & Wages Sections Files

- Internal administration and maintenance files.
- Record Cards detailing individual's salary details and history

Computerised Systems

- Corepay system for Salaries and Wages (oracle based)

Databases

- ITP Database
- Numbers List Database

Manuals

- ISO 9001:2008 Manuals for all processes;
- Training manuals on systems' operations;
- External and internal training manuals on payroll administration.

Microfiche

- Microfilm of 1990 to 1997 salaries/wages records.

Scanned Records

- Scanned records of 1998 – 2001
- Records maintained on Core since 2001

Travel / Local Loans Sections Files

- Internal administration and maintenance files;
- Department of Finance Circulars etc.;
- Computer printouts from Local Loans system

Computerised Systems

- Travel System

Databases

- Local Loans

Manuals

- ISO 9001:2008 Manuals for all processes;
- Procedures and Training Manual for Travel and Subsistence;
- Procedures and Training Manual for Local Loans.

Finance Unit Files

Internal files relating to Vote 10 Estimate matters for example:

- Annual Estimates;
- Minister's Brief and Estimates Speech;
- Multi-Annual Estimates;
- Monthly Profiles and Returns of Expenditure to Department of Finance;
- Prompt Payment Act;
- Annual Report;
- Allied Services Statement.

Published Documents

- Revised Estimates for Public Services – Vote 10;
- Budget Estimates – Vote 10;
- OPW Annual Report;
- Annual Report of the C&AG.

Manuals

- ISO Procedures and Training Manual for Finance Unit

Management Accounting Services Files

A series of files giving details of the OPW's Register of Assets.

A series of accounting reports in respect of projects undertaken.

MIF Section Files Held

Files in relation to the tendering process for the new financial management system and costs of the MIF Project.

Rules, Procedures, Practices, Guidelines and Interpretations

Accounts Branch

The rules, procedures, practices, guidelines etc. used by the Accounts Branch in carrying out its responsibilities are set out below for each constituent Section. The activities of the Branch are governed by the regulations and procedures outlined in the Public Financial Procedures published by the Department Finance.

Accounts Branch has established and maintains a Quality Management System as a means of providing a structured process for the achievement of continual quality improvement. Accounts Branch has been awarded ISO Accreditation, ISO9001: 2008 in both 2008 and 2009.

Payments Section

The limits on expenditure on the various activities, schemes and programmes undertaken by the OPW, to which Votes Payments Section must adhere, are set out in the Revised Estimates for the Public Service, available from the Government Publications Sales Office.

Within the OPW, the rules and regulations governing payment procedures are set out in Office Notice 23/04 – Financial Authorities & Procedures for Works, Supplies and Service Contracts.

Salaries & Wages and Travel Claims Sections

Salary scales, travel and subsistence rates and regulations are set out in Department of Finance Notices and Circulars - these are published in the State Directory, which is available from the Government Publications Sales Office.

Taxation and social welfare rates and entitlements are set out in leaflets and information bulletins issued by the Revenue Commissioners and the Department of Social, Community and Family Affairs.

Tax free allowance details etc. for individual employees are held in computer printouts taken from computer tapes provided by the Revenue Commissioners.

Deductions from salaries and wages are made on the basis of communications and letters received from various organisations such as life assurance companies etc.

Changes to an individual's salary, wage or travel and subsistence claim are made on the basis of instructions received from the OPW's Personnel and Development Services Section.

Loans Section

The procedures of the Local Loans Section are governed by the following:

- Local Loans Fund Act, 1935 and subsequent amendments;
- Securitisation (Proceeds of certain Mortgages) Act, 1995;
- Department of Finance Notices, Circulars and Instructions;
- Instructions from the Department of the Environment & Local Government;
- Communications from Solicitors, etc.

Finance Unit

The compilation of the Annual Estimates is based on the Department of Finance Estimate Circulars and related instructions.

The Finance Unit also uses internal files for guidance on matters such as Minister's Brief and Estimates Speech, Multi-Annual Estimates, Allied Services Statement, the Flood Relief Vote, Monthly Profiles and Returns of Expenditure to Department of Finance.

Other reference documents used are the Budget Publication, Revised Estimates for Public Services and the annual Appropriation Account, available from the Government Publications Sales Office.

Management Accounting Service

This Unit, generally, operates in accordance with the commercially recognised accounting standards; i.e. Generally Accepted Accounting Practices – GAAP.

Contact Name

Accounts Branch
Mr. Michael Long,
OPW,
Government Offices,
Hebron Road,
Kilkenny.

Tel: (056) 777 2603

Fax: (056) 777 2647

Email: mick.long@opw.ie

Contact Name

Management Accounting Service
Mr. Donal Wickham, Mr. Colm Higgins
OPW,
4-5 Harcourt Road
Dublin 2.

Tel: (01) 647 6809 / 6814

Fax: (01) 676 3370

Email: donal.wickham@opw.ie
colm.higgins@opw.ie

Contact Name

MIF Section
Ms. Suzanne Reeves
OPW
Jonathan Swift Street
Trim

Co. Meath

Tel 046 9426694

Fax 046 9438459

E mail Suzanne.reeves@opw.ie

Freedom of Information Unit

Role and Structure

The Freedom of Information Unit is responsible for the internal implementation of the Freedom of Information Act.

Services Delivered

The Unit provides services to both the public and to the OPW staff. In managing the internal implementation of the Act it:

- Assists FOI requesters and logs all FOI requests.
- Tracks all FOI requests from initial receipt to the issue of a reply.
- Manages any FOI requests for an Internal Review of the initial decision of the OPW.
- Assists the Office of the Information Commissioner in respect of any appeals against the initial decision of the OPW.
- Provides FOI advice and organises FOI training for relevant staff members.
- Represents the OPW on the FOI Civil Service Users Network and on the FOI Interdepartmental Working Group.

Information Available

FOI Section 15 and 16 Manual. A Guide to the Functions, Records, Rules and Practices of the Office, available from the FOI Unit (See contact point below).

Classes of Records Held

Files

- A series of files covering FOI initial requests, Internal Review requests and Appeals to the Information Commissioner.

Databases

- Tracking system for all FOI cases.
- Record of all Decision Makers and Internal Reviewers.
- Record of all Requesters.

Rules, Procedures, Practices, Guidelines and Interpretations

In addition the Unit has regard to a series of guidance notes provided by the FOI Central Policy Unit of the Department of Finance, including

- FOI Manual - A Guide to the FOI Act.
- Guidance Notes on Access to records by parents/guardians; Access to records relating to deceased persons - prepared under Section 28(6) of the Freedom of Information Act, 1997.
- Guidance Notes on the provision of assistance by Public Bodies to facilitate persons with a disability to exercise their rights under the Freedom of Information Act, 1997 - prepared under Section 6(3) of the Freedom of Information Act, 1997.

Contact Details

Ms. Adrienne O'Driscoll, [Freedom of Information Officer](#)

The Office of Public Works,
Jonathan Swift Street,
Trim,
Co. Meath.

Tel. (046) 9426124

Fax (046) 9438459

Email foiunit@opw.ie

Furniture Division

Role and Structure

Furniture Division acts as a central contracting authority on behalf of Government Departments for the procurement of furniture and operates a floor covering service. Based at Mountshannon Road, Kilmainham, Dublin 8, this section also provides a number of other furniture related services including furniture restoration and furniture disposal.

Services Delivered

- The Furniture Division provides the following services to Government Departments, Offices & Agencies:
- Space planning/furniture layouts in respect of proposed office upgrades and new project fit-outs.
- The procurement of office furniture, floor covering and blinds including their supply and fitting.
- Furniture conservation and restoration through an in-house workshop for the upkeep of antique and reproduction furniture and furnishings used in Government and public buildings.
- Furniture disposal involving the removal from Departments of obsolete and redundant furniture and its sale through public auction.
- The commissioning of specialist furniture for Embassies etc.
- Supply of Exam desks and chairs for State Exams.
- Provision of Red Carpet for VIP occasions.

In addition, Furniture Services also provide Election Logistics Support. Acting on behalf of the Department of the Environment & Local Government, it supplies Election Returning Officers with election boxes, polling booths and furniture for presidential, general and local elections, as well as referenda.

Classes of Records Held

Files

- A series of files relating to each procurement project.
- A series of files on suppliers and service providers.
- Records of orders from Government Departments.
- Records of each furniture auction.
- Records of election furniture procurement.
- Records of exam furniture procurement.

Databases

- Records of suppliers.
- Records of orders from Government Departments.
- Records of each conservation/restoration project.
- Records of payments for Furniture Workshop supplies.
- Records of payments for Áras an Uachtaráin furniture and furnishings purchases.
- Records of payments for election furniture.

Rules, Procedures, Practices, Guidelines and Interpretations

- Department of Finance Circular 1/94 - Revised Procedures governing the functions of Departments in relation to maintenance, fitting out and refurbishment works and the purchase and supply of furniture.
- Local Government Planning & Development Regulations, 1994.
- The Building Regulations, 1997-2000.
- The Building Control Regulations, 1997-2000.
- Safety, Health and Welfare at Work (Construction) Regulations, 1995.

Contact Name

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Director of Furniture Division
Office of Public Works
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Dublin 8.
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Government Publications Office (Including Election Services & Iris Oifigiúil)

Role and Structure

The Government Publications Service is a discrete business operation, which is responsible for sale to the general public, business and Government organizations of a range of publications and reports, on behalf of Government Departments and certain State agencies. Publications are also sold to booksellers at trade discount. Government publications are sold through a retail shop (The Government Publications Sales Office) located at Molesworth Street, Dublin 2. Mail Order and Trade Sales are dealt with by a unit based in the OPW Decentralized Office in Claremorris, Co. Mayo. The main stock of publications is stored in a warehouse premises located at Mounthshannon Road, Rialto, Dublin 8. The office also provides an annual subscription service in the case of legislation, certain Oireachtas Publications and Iris Oifigiúil.

The Government Publications Office also performs a number of functions that are related to the main business activity. It fulfils copyright obligations in respect of all publications that are made available for sale. International Standard Book Numbers (ISBNs) are allocated centrally for all publications that are sold. In addition, the office records and issues Parliamentary Numbers (PRNs) on behalf of the House of the Oireachtas. Government Publications sells all legislation. As an integral part of this function the office has central responsibility for the electronic Statutory Instrument System (eSIS) including the allocation of consecutive SI numbers, dealing with queries from all users and liaising with the office of the Attorney General in regard to the publication of SIs on the Irish Statute Book Website.

Iris Oifigiúil is published on Tuesday and Friday each week. The publication has its own dedicated website "www.irisoifigiuil.ie". The newspaper is typeset and printed by a private sector contractor under the supervision of the office. The website is maintained directly by Government Publications Office staff. All activities relating to Iris Oifigiúil are carried out from the Decentralized Office in Claremorris.

Acting on behalf of the Department of the Environment and Local Government, the office supplies Election Returning Officers with items such as stationery, authentication stamping instruments, polling cards and ballot papers for presidential, general and local elections as well as referenda. The administration is performed in Claremorris while the storage and distribution functions are based in Dublin.

The Government Publications Office is headed by the Director of the National Procurement Service (NPS). One Section Manager reports to the Director.

<p style="text-align: center;">Vincent Campbell (Director of the NPS)</p>
<p style="text-align: center;">Thomas Monaghan (Assistant Principal Officer)</p>

Services Delivered

- Wholesale and Retail sales of government publications.
- Annual Subscription service covering legislation, Iris Oifigiúil and certain Oireachtas Publications.
- Iris Oifigiúil compiled and published each Tuesday and Friday.
- Co-ordinating role in the case of eSIS.
- ISBNs and PRNs issued.
- Copyright fulfilment all publications made available for sale.
- Election stationery and stamping instruments provided to Returning Officers.
- Maintenance of Government Publications section of OPW website and Iris Oifigiúil website.

Government Publications Service

The Government Publications Sales Office is located at Molesworth Street, Dublin 2 - Tel. (01) 647 6879. It provides an over-the-counter service for the sale of Government Publications. Payment is accepted by cash, cheque or credit card. The Bookshop is open 5 days a week (including lunchtime):

- Monday to Thursday from 9.30 a.m. to 5.15 p.m.
- Friday from 9.30 a.m. to 5 p.m.

The mail order service is provided from 51 St Stephen's Green, Dublin 2 - Tel. (01) 647 6834/5/6/7. All Government publications may be ordered by post from this address.

A catalogue of publications is produced annually and is available free of charge to all customers. Catalogue numbers, prices, and details on how to place orders are included.

Information Available

- Annual Catalogue of Government Publications, available from the Government Publications Service.

Classes of Records Held

Databases

- Records of Government publications in stock.
- Records of Government publications sales.
- Stock of stores required for elections and records of requisitions received and fulfilled.

Rules, Procedures, Practices, Guidelines and Interpretations

The GSA complies with EU and Government contracts procedures. In addition, the manual Standard Operating Procedures outline the general principles and objectives of the GSA and sets out the standard operating procedures of the procurement process for the guidance of staff of the Agency.

Contact Name

Government Publications Service
Thomas Monaghan
OPW,
Unit 20, Lakeside Retail Park,
Claremorris, Co. Mayo.
Tel: (01) 647 6631
Fax: (094) 937 8964
Email: thomas.monaghan@opw.ie

Services Delivered – E Government

1. Wholesale and Retail sales of government publications.
2. Annual Subscription service covering legislation, Iris Oifigiúil and certain Oireachtas Publications.
3. Iris Oifigiúil compiled and published each Tuesday and Friday.
4. Co-ordinating role in the case of eSIS.
5. ISBNs and PRNs issued.
6. Copyright fulfilment all publications made available for sale.
7. Election stationery and stamping instruments provided to Returning Officers.
8. Maintenance of Government Publications section of OPW website and Iris Oifigiúil website.

A) The items highlighted are E by definition.

B) In the case of Item 3 very extensive use is already being made of E communication in that copy is accepted via email and the primary publishing method is via the website www.irisofigiuil.ie. Most communication with the contractor is via email and files are transferred using FTP. This aspect of the production of Iris Oifigiúil will be strengthened further in April 2010 when a new contract is due to come into operation.

C) As regards Item 3 most applications are received by email and ISBN Barcode images are produced in house and supplied electronically in PDF format. PRN files are exchanged electronically between Government Publications and the Houses of the Oireachtas.

D) Credit and Debit Card payments are accepted and these are processed electronically. Payments are also accepted using EFT and customers currently using cheques are being encouraged to change where possible.

E) Email is the primary method of ordering Election Stationery and Supplies. Returning Officers are supplied with copies of Delivery Notes in PDF file format.

F) Subscription information is supplied to the contractor via a transfer of spreadsheet files.

G) Currently Government Publications does not operate an On-Line Bookshop. This matter is a priority on the 2010 Business Plan. The matter is being researched at present. A report will be submitted during March of 2010. Subject to the decision-making and procurement processes, it is possible that an Internet based Bookshop could be operational by Autumn/Winter 2010.

H) All accounts including order processing, invoicing and stock are maintained using electronic data processing systems.

Government Publications,

February 2010.

Health & Safety & Asbestos Management Unit

Role and Structure

The Health & Safety and Asbestos Management Unit is responsible for -

- Coordinating the implementation of health and safety strategies across the organisation, providing an advisory service to Safety Managers on matters pertaining to safety, health and welfare at work and distributing information on legislation, approved guidance and Codes of Practice etc.
- Managing the national asbestos abatement programme.
- Procurement of advisory services relating to general health and safety issues.

Services Delivered

This Unit:

- Provides an internal advisory and guidance service for all OPW business units on health and safety issues within the workplace
- Manages the asbestos abatement programme for State-owned property as well as providing an agency service for -
 - the Department of Education and Science (schools)
 - the Department of Defence (military establishments)

Information Available:

- OPW Code of Practice for Asbestos Removal
- OPW Code of Practice for Asbestos Management in Schools
- OPW Asbestos Briefing Material

Classes of Records Held:

Files

- Internal administration files covering the survey reports on buildings, the placing of contracts for the removal of asbestos and ancillary works, the appointment of consultants.
- Code of Practice and asbestos briefing material.
- Occasional safety bulletins and newsletters.

Rules, Procedures, Practices, Guidelines and Interpretations:

Primary and secondary legislation (Safety Health and Welfare at Work Act 2005, General Application Regulations 2007, Construction Regulations 2006, Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006

Ancillary guidance documents, Codes of Practice etc. Relating to asbestos management, removal and disposal.

Contact Name:

Mr. Ken Moore,
Health & Safety Unit,
Office of Public Works,
Jonathan Swift Street,
Trim,
Co. Meath

Dublin 2.

Tel: (046) 9426000 E-mail: kenneth.moore@opw.ie

Heritage Services

Role and Structure

The Heritage Service comprises three distinct areas:

- National Monuments
- National Historic Properties
- Visitor Services

The Minister for the Environment, Heritage and Local Government has responsibility for major policy issues for Most Heritage Properties.

The Commissioners of Public Works are responsible for the ongoing management of the properties. Within the Office of Public Works, the Heritage Service is headed by a Commissioner, with 2 Principal Officers reporting to him.

John Sydenham Commissioner	
Dermot Burke Principal Officer	Joe Farrell Principal Officer
National Monuments & Visitor Services	National Historic Properties Event Management
Fionnuala Parnell	Eugene Keane Mary Heffernan George Moir

National Monuments

Role and Structure

The major area of work of National Monuments involves the protection, conservation, management and presentation of national monuments in State care and related matters. To this end it is staffed by administrators, professionals, technicians, crafts/trades persons and general operatives.

Generally speaking, National Monuments operates on a geographical basis. The country is divided into six regions. Each region is line managed centrally in its Dublin Headquarters. Each region has a depot, which is managed by a district inspector/clerk of works who reports to the senior architect for the region. The district inspector/clerk of works, in turn, is in charge of a team of industrial staff (craft/trade workers and general operatives).

In addition, a number of specialist areas are managed centrally and operate as follows:

Other general matters covering the following are administered centrally through appropriate line managers:

- UNESCO World Heritage Convention
- estimates
- general advice
- general administration
- conservation skills development

Services Delivered

Access and Presentation

Access to National Monuments:- public may get access on demand or by making prior arrangements with Head Office. Many sites are presented to the and visitor facilities such as car-parking, toilets, tea-rooms, audio-visual shows, exhibitions and guide services are provided.

(See also under Visitor Services).

Lectures

NMAPD staff are willing to deliver lectures, papers and talks to seminars, conferences and other fora. Organisers should give sufficient notice to allow for the necessary arrangements to be put in place.

For further information contact: Director of National Monuments in the first instance, or particular participant directly.

Permission for use

Members of the public wishing to obtain permission to use National Monuments for events, occasions or projects may obtain permission, where appropriate, by contacting National Monuments Section, Heritage Services, OPW. Organisers must indemnify the Minister as claims for loss, damage or injury, provide evidence of such indemnification and comply with any prescribed conditions, including payment of a fee for usage.

For information contact: National Monuments Administration dealing with particular location of subject site.

Staging of Events

Public events are organised from time to time. These events are free-of-charge and are advertised in posters and other media.

For information contact: National Monuments Administration dealing with particular location of subject site or Visitor Services.

Information Available

- **Events, seminars etc. being organised or properties being closed.** The public is notified by distribution of posters, of display notices, or in some cases by the advertisement with details/ reason for the action concerned.
For information contact: National Monuments Administration dealing with particular location of site.)
- **Various lectures/papers** are delivered to seminars and conferences covering a the Heritage Service's activities. (For information contact: Heritage Service Administration in the first instance.)
- **Correspondence and meetings.** Correspondence is entered into and meetings arranged, where appropriate, with public representatives, state organizations, non-governmental organisations, local community groups, individuals etc. (For in contact: National Monuments Administration dealing with particular location of subject matter).

Classes of Records Held

- Operational files relating to specific National Monuments in State Care. File information to varying degrees and as appropriate on the following broad lines
 - (a) Tenure of Monument or Property. (b) Day-to-day management of Monument or Property.
 - (b) Maintenance of Monument or Property
 - (c) New projects
 - (d) Applications/permissions to use sites.
 - (e) Special events involving the sites.
 - (f) Partnership/trusts/liaison groups.
 - (g) Regional Maintenance depots.
 - (h) Acquisition.
 - (i) Access to National Monuments.
 - (j) Caretakers of National Monument Sites.
 - (k) Accident/compensation claims.
 - (l) Requests from the public/b advice, information etc.
 - (m) General correspondence an, complaints.
 - (n) Reports and inspections fro (p) Architects' works files.
 - (o) Weekly Clerks of Works' files (date c. 1960's- 1970s) on the conservation and maintenance of monuments
 - (p) "Site" files -semi-official record files (date - c.1930s-1970) of selected monuments.
- General files relating to National Monuments and architectural protection which cover:-
 - (a) policy issues
 - (b) legislative issues
 - (c) organizational issues-training, courses, conferences, health and safety etc.
 - (d) budgets/estimates

- Files relating to UNESCO.
- Files relating to outside agencies (e.g. Royal Irish Academy, Local Authorities, Semi-State bodies).

Databases

- Manual databases
 - (a) National Monuments
 - Ownership
 - Guardianship
 - (b) Original register of monuments in State care
 - (c) Carved stone inventory
 - (d) Archival drawings of National Monuments on microfiche
- Computer databases
 - (a) individual officers' files on word processor, spreadsheet and database covering letters, memos, expenditure profiles etc.
 - (b) pilot tenure database of National Monuments in State Care in Co. Clare
 - (c) Ministerial representations
 - (d) Parliamentary Questions

Instrument Survey Data Records

- Site Surveys

Contact Details:

Fionnuala Parnell,
The Office of Public Works,
Dún Scéine,
Harcourt Lane,
Dublin 2.
Tel: (01) 647 6914
Fax: (01) 647 6919
Email: fionnuala.parnell@opw.ie

National Historic Properties

Role and Structure

The major area of work of National Historic Properties involves the protection, maintenance, presentation and day-to-day management of historic properties (houses, parks and gardens etc.) in State care. The list is as follows:

Co. Carlow - Altamont Gardens
Co. Cork - Innacullin (Garinish Island), Fota Arboretum, Doneraile Park
Co. Donegal - Glebe Gallery
Co. Dublin - Phoenix Park, National Botanic Gardens, St. Stephen's Green, - War Memorial Park, Iveagh Gardens, Garden of Remembrance, St. Enda's Museum Park, Rathfarnham Castle, Dublin Castle, Farmleigh House & Estate
Co. Kerry - Derrynane House and Garden, the Great Blasket Centre
Co. Kildare - Castletown House & Demesne
Co. Kilkenny - Kilkenny Castle
Co. Laois - Emo Court, Heywood Gardens
Co. Meath - Oldbridge House & Demense
Co. Wicklow - Kilmacurragh Botanic Gardens
Co. Wexford - John F. Kennedy Arboretum

National Historic Properties Division is headed by Director, Mr. J. Farrell. The Division's Central Management Unit are based at Dublin Castle. Each property has a management structure reporting to a Manager who may have responsibility for a number of properties (park superintendent or other). Matters such as general correspondence, legal, policy, permissions to use and budgeting/ finance matters are referred to the Central Management Unit.

While some historic parks such as Phoenix Park and St. Stephen's Green have their own legislation concerning their establishment and management, other historic properties are generally managed by National Historic Properties under the terms of the State Authorities (Development and Management) Act, 1993

Services Delivered

Access and Presentation

Access to National Historic Properties (both with fees and without fees): - public may gain access on demand or by making prior arrangement with the particular property. All sites are presented to the public and many have visitor facilities such as car parking, toilets, tearooms, audio-visual shows, exhibitions and guide service (See also under- Education and Visitor Services).

For information contact: National Historic Properties Central Management Unit or the particular Property or Education and Visitor Services.

Information Available

The following are areas where the public is notified of actions or services by which they are affected:

- Events, seminars etc being organised or properties being closed.
The public is notified by distribution of posters, of display notices, or in some cases by newspaper advertisement with details or reason given as the case may be for the action concerned. (For information contact: National Historic Properties central management Unit or the particular property).

- Departmental statements, briefings are given to the media by the OPW Public Relations Office. (For information contact: Neil Ryan).
- Ministerial statements, briefings and interviews are given by the Minister and the Minister of State at the Office of Public Works.
- Correspondence and meetings. Correspondence is entered into and meetings arranged, where appropriate, with public representatives, state organizations, governmental organisations, local community groups, individuals etc. (For information contact: National Historic Properties Central Management Unit at Dublin Castle of the particular property).

Arrangements are in place to facilitate public access to records in the following areas:

- In the case of the National Botanic Gardens, Dublin, access for research purposes is appointment only and in the case of the Blasket Centre, access to the library by prior appointment only. For information contact: Dr. Matthew Jebb, National Botanic Gardens - Tel: 01-8570909
- Micheal de Mordha, Blasket Islands Centre - Tel: 066-56444/56371

Great Blasket Centre

In the case of the Great Blasket Centre, Co Kerry, staff will assist the public in research into the history of the Blasket Islands and other related matters. For information contact: Michael de Mordha at the Blasket Centre, Dun Chaoin, Trá Lí, Co Chiarraí. Tel: 066-9156444/9156371 Fax: 066-9x56446.

Permission for use

Permission is given to use certain Historic Properties for certain appropriate events, occasions or projects: - public may obtain permission by contacting National Historic Properties central management Unit, Dublin Castle, 6458884. The Event organizers must indemnify the State and the Commissioners of Public Works against all claims for loss, damage or injury, provide evidence of such indemnification and comply with prescribed conditions including payment of a facility fee for usage.

Research facilities

Apart from the Great Blasket Centre, research facilities are also available to specialised groups or individuals at certain sites, e.g. Botanic Gardens, Garnish Island, JFK Arboretum. Requests will be considered on their merits but only limited facilities are available.

For information contact: relevant park superintendent/site manager e.g. Botanic Gardens, Glasnevin, Dublin 9 – Dr. Matthew Jebb, Tel: 01-8570909
Garinish Island, Glengarriff, Bantry -Cormac Foley, Tel: 064-31440.
JFK Arboretum, New Ross - Bill Hurley, Tel: 051-388171.

Staging of Events

Organisation of public events – Prior permission must be obtained – either from the Central Management Unit or the particular property, (For information contact: National Historic Properties, Dublin Castle 6458884

Event Management Unit of National Historic Properties

Role and Structure

The Event Management Unit provides a range of services for a variety of Government clients and at a number of properties. While the nature of the service may vary depending on the character of the property, it typically involves the management of specific or special events.

Examples of the type of events managed include, State visits, National commemorations and formal functions hosted by the President or Taoiseach. The event management unit is also responsible for all events held within the Dublin Castle complex.

The event management unit is headed by the general manager, Dublin Castle and led by Mr. Des Swords, Operations manager.

Services Delivered

Dublin Castle

- Offers a service to the public through guided tours of the State Apartments and other parts of the Castle complex including the Undercroft, Chapel Royal and Dubh Linn Gardens.
- The Conference Centre provides prestige facilities for conferences and meetings for Government Departments and Offices and private sector customers. The Centre can accommodate medium-sized conventions, seminars, workshops, trade shows, product launches, receptions, banquets, concerts, fashion shows and press conferences.
- The Castle is also used for prestigious public and civic occasions, for example, inauguration of the President of Ireland, EU Summit meetings and formal State Receptions.

Farmleigh Estate

The House acts as a venue for Government meetings and as a conference centre (for State sponsored use only), including meetings requiring overnight accommodation. Farmleigh provides premier accommodation and facilities to visiting dignitaries. It provides a suitable and secure venue for officially sponsored national and international meetings of importance.

Public access to Farmleigh is facilitated to the greatest extent possible and, in this regard, public tours are available with a programme of community and cultural events being held throughout the year.

Guided tours are available to the public from Thursday to Sunday throughout the year and house and ground tours can be booked for certain days.

Information Available

Dublin Castle Conference Pack detailing the facilities available at the conference centre. Farmleigh Meeting and Conference brochures detailing facilities available.

Classes of Records Held

Files

- Individual files for functions.
- Internal administration files.
- Expenditure/income information

Database

- Records of functions.
- Records of payments to contractors and suppliers.

Contact Details

Dublin Castle

Mr. Denis McCarthy,
Office of Public Works,
Dublin Castle,
Dublin 2.

Tel. (01) 679 3713 / 679 6433
Fax (01) 679 7831

Email: denis.mccarthy@opw.ie

Farmleigh/Aras and Uachtarain

Bridgeen Kelly
Office of Public Works
Farmleigh Estate
Dublin 8

Tel. (01) 815 5900
Fax (01) 815 5955

E mail: sharon.doyle@opw.ie

- For publications generally, see OPW Visitor Services.

Classes of Records Held

- Operational files relating to specific National Historic Properties in State Care. Files contain information to varying degrees and as appropriate on the following broad lines:
 - (a) Tenure of Property.
 - (b) Day-to-day management of Property.
 - (c) Maintenance of Property.
 - (d) New projects
 - (e) Applications/ permissions to use sites.
 - (f) Special events involving the sites.
 - (g) Partnership/ trusts/ liaison groups.
 - (h) Acquisition.
 - (i) Accident/ compensation claims.
 - (j) Requests from the public/ bodies for advice, information etc.
 - (k) General correspondence and complaints.
 - (l) Reports and inspections from staff.
- General files relating to National Historic Properties which cover:
 - (a) Policy issues.
 - (b) Legislative issues.
 - (c) Organisational issues-training, courses, conferences, health and safety
 - (d) Budgets/ estimates.
- Files relating to other activities of National Historic Properties
 - (a) Purchase and hire of plant, machinery, vehicles, materials, employees' wages etc.

- Files relating to the employment of contract staff and other commission work.
- Files on Parliamentary Questions relating to National Historic Properties.

Databases

- Manual databases
 - (a) Records or inventories of collections such as plants, art, furniture at individual National Historic Properties.
- Computer Databases
 - (a) individual officers' files on word processor, spreadsheet and database, cover letters, memos, expenditure profiles etc.
 - (b) collection of living species in Botanic Gardens requires updating and not a present accessible.
- Cartographic
 - Old estate maps.
- Photographic records
 - National Historic Properties

Contact Details:

Dr. Eugene Keane,
National Historic Properties,
The Office of Public Works,
Dublin Castle,
Dublin 2.
Tel: (01) 645 8893
Fax: (01) 661 6764
Email: Eugene.keane@opw.ie

Visitor Services

ROLE AND STRUCTURE

Main Objectives

- To help line divisions in the presentation of gardens, monuments and historic properties to the public by:
 - (a) recruiting and training a quality guide service
 - (b) providing on-site interpretation
 - (c) evaluating and assisting proposed capital projects for visitors
 - (d) developing guidelines for signage
 - (e) establishing pricing structures and criteria for site usage.
- To promote the work of conservation undertaken by the line divisions by:
 - (a) providing appropriate publications
 - (b) having a quality information service for the public
 - (c) undertaking promotional and marketing initiatives
- To deepen appreciation of Irish heritage among the public in general and young people in particular through its publications, audio visual presentations, exhibitions and events.

Services Delivered

Guide, Information, Education and Marketing

This Division is responsible for the recruitment and training of about 370 guides annually and the provision of a general information service to the public.

Over 2 million visitors to 69 heritage sites, of which 59 are fee-paying, are provided with a guide service. General enquiries from the public in relation to heritage matters are handled by the Division which is located at OPW, Unit 20 Lakeside Retail Park, Claremorris, Co.Mayo.

The Division is responsible for the development of educational programmes for schools, market research and analysis, domestic and overseas promotion campaigns and the distribution of publications. The service is mainly provided from Claremorris. Distribution of publications is principally from a store in Tullamore. The Unit also has responsibility for the maintenance of a website, www.heritageireland.ie, which provides visitor information in relation to OPW Heritage Service managed sites where a guide service is provided as well as the Cultural Institutions i.e. the National Museum, the National Gallery, the National Library, the Chester Beatty Library, the Irish Museum of Modern Art, the National Concert Hall and the National Photographic Archive.

The Division is also responsible for the:

- creation of interpretation exhibitions and audio visual programmes (including temporary exhibitions)
- design and production of outdoor information panels
- development of criteria for internal and external signage

- design, production and delivery of an annual programme of publications
- advice to site managers on education site activity programmes

The service is provided from Unit 20, Lakeside Retail Park, Claremorris, Co.Mayo.

Information Available

Six regional brochures and a national brochure which detail the opening arrangements for the 69 OPW-managed heritage sites where visitor reception facilities and a guide service are provided are made available free of charge. A booklet which provides similar information is supplied to the trade and heritage card purchasers. A range of publications in relation to heritage generally and individual properties are produced and may be purchased from bookshops, OPW managed sites with visitor reception facilities and the Government Publications Sales Office. Certain publications and archaeological inventories of individual counties may be purchased from Wordwell Publications, Bray Co. Wicklow through their website at wordwell@indigo.ie. Booklets and leaflets are also produced which are available free of charge.

For further information in relation to the activities of Visitor Services, contact:

OPW, Visitor Services, Unit 20, Lakeside Retail Park, Clarmorris, Co.Mayo.
Telephone +353 1 6476592, Fax +353 94 9373395
email: info@heritageireland.ie Web: www.heritageireland.ie

For information in relation to guide recruitment contact:

Patricia.ryan@opw.ie

For information in relation to educational programmes and marketing contact:

jacqueline.mchale@opw.ie

Classes of Records Held

- Internal files dealing with
 - (a) guide recruitment
 - (b) guide training
 - (c) procurement of design
 - (d) marketing strategy etc.
- Guide operations manual which issues to each guide.

Internal Audit Unit

Role and Structure

The role of the Internal Audit Unit is to provide independent assurance to the OPW Chairman; Management Advisory Committee (MAC); Audit Committee and the Comptroller & Auditor-General in relation to the Office's internal control systems and the effectiveness of the its risk management process. The Unit operates under a Charter that sets out its authority and accountability; rights of access; coverage and reporting relationships.

Services Delivered

The Internal Audit Unit undertakes audits of Business Units and entities within OPW.

Information Available

Audit reports issued by the Unit.

Classes of Records Held

Files

- A series of files with respect to audits of OPW Business Units and entities.

Contact Name

Mr. Gerry Bourke,
Head of Internal Audit,
OPW,
52 St. Stephen's Green,
Dublin 2.
Tel: (01) 647 6595
Fax: (01) 6613148
Email: gerry.bourke@opw.ie

Legal Services

Role and Structure

Legal Services Section is responsible for the provision of legal services to the OPW and the transmission of incident reports/claims made against OPW to the State Claims Agency.

Services Delivered

- Management of the provision of legal advices either oral or written to the OPW, either from the Chief States Solicitor's Office or from external private practice Solicitors
- Liaison with the State Claims Agency in relation to incident reports/claims
- Services to Trusts under the aegis of the OPW

Classes of Records Held

Files

- Internal administration files covering the provision of legal services to the OPW.
- Records of advices from the Attorney General, Chief State Solicitor and private practice Solicitors.
- Records of correspondence with the State Claims Agency.
- Records of correspondences on Companies and Trusts

Databases

- Records of incident reports/claims against the OPW.
- Record of legal advices sought from the Chief State Solicitor or private practice Solicitors

Contact Details

Ms. Adrienne O'Driscoll,
[Legal Services Section](#),

The Office of Public Works,
Jonathan Swift Street,
Trim,
Co. Meath

Tel. (046) 9426124

Fax (046) 9438459

Email foiunit@opw.ie

Library

Role and Structure

The Library is a Support Service forming part of Personnel and Development Services. Its primary role is to meet the information needs of all OPW staff countrywide. It is also open to the public by appointment.

Services Delivered

Management and maintenance of the OPW library and information services, which involves the identification, evaluation, acquisition, recording, organization, storage, retrieval, presentation and dissemination of appropriate information sources in both printed and electronic formats.

Information Available

Office of Public Works Library information leaflet, and pages on the OPW web site and intranet detailing the services provided by the Library.

Classes of Records Held

Files

- Records of requisitions, orders, payments and inter library loans.
- Lists of recent acquisitions.
- Information on libraries in heritage sites.
- Information on OPW buildings.

Databases

- HQ Library books, manuscripts and electronic publications catalogue including ordering, payments and loan records related to all OPW sites.
- HQ Library periodicals and serial electronic publications catalogue including ordering, payments, receipt and circulation records related to all OPW sites.
- HQ Library OPW architectural plans and drawings catalogue.
- HQ Library index to nineteenth century OPW Annual Reports.
- HQ Library Statutory Instruments catalogue.
- HQ Library keywords database.
- Battle of the Boyne books catalogue.
- Battle of the Boyne periodicals catalogue.
- Blasket Centre articles catalogue.
- Blasket Centre books catalogue.
- Blasket Centre periodicals catalogue.
- Blasket Centre photographs catalogue.
- Casino Marino books catalogue.
- Castletown House books and periodicals catalogue.
- Derrynane House books and periodicals catalogue.
- Farmleigh books catalogue – Iveagh and OPW collections.
- Glebe House books catalogue.
- Glebe House periodicals catalogue.
- Innacullin books and periodicals catalogue.
- John F. Kennedy Arboretum books catalogue.
- John F. Kennedy Arboretum periodicals catalogue.
- National Botanic Gardens archives catalogue.
- National Botanic Gardens articles catalogue.
- National Botanic Gardens books catalogue.

- National Botanic Gardens CD-ROM catalogue.
- National Botanic Gardens graphics (botanical art etc.) catalogue.
- National Botanic Gardens nursery catalogues catalogue.
- National Botanic Gardens periodicals catalogue.
- National Botanic Gardens photographs catalogue.
- Kilkenny Castle books and periodicals catalogue.
- Pearse Museum books catalogue.
- Pearse Museum periodicals catalogue.
- Rathfarnham Castle books catalogue.
- Royal Hospital Kilmainham books catalogue.

Contact Details

Ms Nirvana Flanagan,
Librarian,

The Office of Public Works,
Jonathan Swift Street
Trim
Co. Meath
Tel: (046) 942 6023
Fax: (046) 942 6221

Email: nirvana.flanagan@opw.ie

Ministers Office

Role and Structure

To provide administrative and advisory support to the Minister of State at the Department of Finance with special responsibility for the Office of Public Works and as Minister of State at the Department of Arts, Sports & Tourism with special responsibility for the Arts.

Staff coordination is managed by the Principal Officer of Personnel and Development Services.

Services Delivered

- Act as a liaison between the Minister and the Office of Public Works.
- Management and co-ordination of the Minister's Diary.
- Providing secretarial services to the Minister including the co-ordination of briefing and speech material.
- Administration of Dáil and Seanad business including co-ordination of replies to Parliamentary Questions, Adjournment Debates and Special Notice Questions.
- Management of correspondence from members of the public, public representatives and interest groups.
- Act as a liaison between the Dept of Finance and Dept of Arts, Sports & Tourism to assist him in carrying out his duties in these departments.
- Assist Minister to provide a service to his constituents by liaising directly with his Constituency offices in the provision of information where appropriate.
- Act as initial point of contact between Minister and members of the public.

Classes of Records Held

Files

- A series of internal administration files covering enquiry correspondence.
- A series of files on Parliamentary Questions. – Hard Copies of PQs Question & Answer

Databases

- Records of correspondence.
- Records of Parliamentary Questions.
- Minister's Diary.

Contact Details

Ms. Suzanne Mitchell

Private Secretary to the Minister of State

Office of Public Works,
Jonathan Swift Street,
Trim,
Co. Meath.

Tel. (01) 647 6132

Fax (01) 661 2531

Email: Suzanne.Mitchell@opw.ie

National Procurement Service

Role and Structure

The National Procurement Service (NPS) was established in 2009. The Unit has been tasked with centralising public sector procurement arrangements for common goods and services (excluding the construction sector) on an incremental basis. It will also be a centre of excellence for the provision of procurement advice, and implementing procurement policy in line with best practice and Government initiatives, including the continued development of e-procurement strategies. The procurement functions of the GSA have been subsumed into the NPS.

The NPS manages the procurement of consumable supplies and services. The aim is to provide a value for money procurement service to Government Departments, State Agencies and the wider public sector. By identifying key markets and analysing procurement trends, the Unit will develop a more integrated approach to procurement across the public sector utilising procurement tools such as aggregation and framework agreements. This approach will help achieve real savings and value for money.

The NPS is involved in the following key areas:

Strategic Sourcing: This encompasses the category management of key markets and includes contract management.

Education, Training and Communication: The continued development of both suppliers and clients will be facilitated through a targeted education and training programme including publications, surveys, advertisements and the development of a dedicated NPS website.

eProcurement: The maintenance and development of the eTenders system.

Guidance: The NPS are engage with legal service providers and public service organisations in providing guidance and support in procurement related matters.

The NPS is based in two (2) locations: OPW HQ, Trim, Co. Meath and 17-19, Lower Hatch Street, Dublin 2.

The NPS is headed by Vincent Campbell with two Principal Officers reporting to him. Under the three (3) Principal Officers are five (5) Assistant Principal Officers. The Unit currently has a staff of 26 and further staff will be assigned as required.

Vincent Campbell (Head of Unit)				
Martin Bourke (Principal)		Eilis O'Connell (Principal)		Vincent Campbell (Principal)
Mary O'Halloran (Assistant Principal)	Jim Ryan (Assistant Principal)	Pat Granahan (Assistant Principal)	Tom O'Brien (Assistant Principal)	Seamus O'Neill (Assistant Principal)
Communication Education Research	Strategic Sourcing	Legacy Contracts	eProcurement NPS Website	Strategic Sourcing Administration Finance

Procurement Services Delivered

The NPS procures as a central contracting authority, on behalf of Government Departments and related bodies, for the procurement of:

- Advertising
- Clothing and Footwear (Gardai and Armed Forces , Service Officers)
- Energy (electricity, gas, liquid bulk fuels, liquefied petroleum gas, fuel charge cards)
- IT Consumables
- Janitorial Supplies
- Office Supplies/Stationary
- Office Equipment
- Postage
- Print
- Transport

The NPS will engage in continuous market research identifying new target markets, as well as collaborating with Government Departments and State Agencies on future procurement projects.

Information Available

- Stationary and Office Supplies Catalogue
- ICT Consumables Catalogue
- Janitorial Supplies Catalogue
- Personal Protective Equipment Catalogue
- Printing Services Catalogue

Classes of Records Held

Files

- A series of files relating to each competition and contract
- A series of files for each single item competition
- Administration Files for the Unit (PQ's, Reqs, Statistical Returns)

Rules, Procedures, Practices, Guidelines and Interpretations

The NPS complies with EU Directives, National Legislation and Policy, as well as internal policy on procurement procedures.

Contact Name

Seamus O'Neill
Assistant Principal Officer
NPS
OPW HQ
Jonathan Swift Street
Trim
Co. Meath
T: 046 942 6149
E: seamus.oneill@opw.ie

Organisation/IT Services

Role and Structure

This Section is charged with:

- Providing a range of Information Technology (IT) services to the OPW, which support its business functions, both operational and strategic.
- Arranging for the supply, installation and maintenance of office equipment.
- Providing a telecommunications infrastructure for the OPW that supports its communications needs, both voice and data.

Services Delivered

The Section provides the following services:

- The design, development and implementation of IT systems to support the various functions performed by the individual Business Units in the OPW.
- Development and maintenance of Wide and Local Area Networks.
- Provision of IT Helpdesk facility for OPW staff
- Maintaining and supporting all hardware and software directly or through third parties.
- Procurement of IT equipment and consumables.
- Management of Internet/Intranet & e-mail facilities
- Providing advice to various sections within the OPW on the use and benefits of IT.
- Providing office equipment, excluding furniture and stationery, for the OPW. Such items would include photocopiers, fax machines, scanners.
- Provision and maintenance of telephone systems.

Classes of Records Held

Files (internal administration & organisation)

- Records of equipment purchases
- Records of maintenance contracts
- Records of financial accounts and budgets
- Records of telecommunications equipment, purchases and usage
- Records of systems developments
- Records of payments to contractors

Files (Policy)

- Miscellaneous business plans and surveys.
- Strategic IT plans.
- E-Government Strategy Plan

Databases

- Equipment inventory
- Contractors payments/orders
- IT Helpesk calls
- Various functioning databases and also those under development

Maps

- Computer network cabling plans of Local Area Networks.
- Layout plan of Wide Area Networks

Manuals

- Software, Hardware, User and equipment manuals
- Technical and systems specifications

Information Available

- Guidelines to staff on computer use
- Office notices regarding equipment
- Training guidelines and operating systems
- Rules, Procedures, Practices, Guidelines and Interpretations

The IT Section adheres to:

- Guidelines and advice notes issued by the Department of Finance
- EU technical "openness" requirements, as specified in Decision 87/95/EC
- The Office's Information Technology Plan
- OPW policy in respect of the use of IT equipment

Procurement of equipment and services is governed by:

- EU and national procurement procedures.
- Internal guidelines relating to the purchase of all goods and services.
- Department of Finance advisory notes, guidelines and templates, which are updated from time to time.
- "Public Financial Procedures" guide published by the Department of Finance

Contact Details

Mr. Liam Stewart
I.T. Unit

Office of Public Works,
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6118
Fax: (01) 676 3292

Email: liam.stewart@opw.ie

Mr. Kevin Colman,
I.T. Unit,

Office of Public Works,
Jonathan Swift Street,
Trim,
Co. Meath.

Tel: (046) 942 6138
Fax: (046) 943 8459

Email: kevin.colman@opw.ie

Personnel & Development Services

Role and Structure

To facilitate the management of human resources in the OPW including training and the Performance Management & Development System.

The Section is divided into four Units as follows:

- Personnel Services for Civil Service grades (general and professional)
- Personnel Services for state industrial grades (including employment contracts)
- Performance Management & Development including Staff Training
- Employee Assistance Service

Services Delivered

- Management of personnel services for Civil Service grades.
- Management of personnel services for state industrial grades.
- Employment of state industrial grades excluding BMS who issue the letters of appointment for their state industrial staff.
- Secretarial Services for the OPW's Partnership Committee, established in 1998 to drive the change management programme in the office.
- Implementation of the Performance Management & Development System in the OPW.
- Provision of staff training and development requirements.
- Provision of confidential support services to staff in relation to personal or job-related problems.
- Management of staff accommodation and housekeeping services.

Classes of Records Held

Files

- Personal files for each member of staff with the exception of BMS state industrial staff members.
- Records of salary and pay rates.
- Records of superannuation entitlements of staff and the spouses and families of former staff.
- Records of each Department of Finance circular.
- Records of each internal Office Notice.
- Records of each Parliamentary Question relating to the work of the Section.
- Records of correspondence with Government Departments.
- Records of transfer lists detailing those seeking transfers to and from the OPW.
- Records of each instruction to the OPW Accounts Branch to make a payment.
- Records of competitions, internal and interdepartmental, involving employees of the OPW.
- Records of seniority lists for each grade in the Office.
- Records of general correspondence with each Staff Association or Trade Union concerned with General Service grades.
- Records of applications and correspondence in relation to employment in the OPW.
- Records of the different categories of state industrial workers employed in the OPW.
- Records of each major work location where state industrial workers are employed.

- Records of contracts and letters of appointment for state industrial staff excluding BMS industrial staff.
- Records of particular personnel matters that have arisen from time to time.
- Records of training courses and the Performance Management & Development System, including tender competition details.
- Records of personal training and development plans for staff under PMDS.
- Files on contracts for various services.
- Files on annual estimates of expenditure.
- Files on refund of educational fees to staff.

Databases

- Personal records for each Civil Service grade staff member.
- Personal records for each state industrial staff member.
- Records of pension details for each Civil Service grade staff member.
- Records of pension details for each industrial staff member.
- Records of payments to suppliers/contractors.
- Records of staff attendance on training courses and payments to service providers.
- Records of applications and payments regarding refund of educational fees.

Rules, Procedures, Practices, Guidelines and Interpretations

Personnel and Development Services operates under Civil Service Acts and Regulations and Department of Finance Circulars which are contained in the Personnel Code in the case of non-industrial staff. In the case of industrial staff, decisions are made on the basis of precedents already in the public domain e.g. Acts of the Oireachtas, Unfair Dismissal Tribunal findings, Labour Court findings, Rights Commissioner findings and other publications that draw attention to precedent setting settlements which are relevant.

The Personnel Code is contained in the Department of Finance's Freedom of Information Section 16 Manual, available directly from that Department.

Recruitment

Civil Service staff in general grades are recruited through the Public Appointments Service. Staff in other grades such as Service Officers, Packers, Porters and Cleaners and temporary staff are recruited directly by the OPW and agencies as and when required.

State industrial staff at various grades, ranging from General Operatives to skilled Craftsperson's, are recruited for various sites throughout the country as and when required and applications for employment may be sent to Personnel and Development Services, OPW Head Office, Trim, Co. Meath.

Contact Names

(For State Industrial Grades)
Declan Forde,
Personnel & Development Services,
OPW,
Head Office,
Trim,
Co. Meath

Tel: (01) 676 6575
Fax: (046) 9438423
Declan.forde@opw.ie

(For all except State Industrial Grades)
Ms. Margaret Taheny-Moore,
Personnel and Development Services,
OPW,
Head Office
Trim,
Co. Meath

Tel: (01) 647 6661
Fax: (046) 9438423
Email: margaret.tahenymoore@opw.ie

Policy Unit

Role and Structure

Provides advice, facilitation and various services to the Board, Management Advisory Committee, OPW Business Units and the OPW Partnership Committee and its sub-committees and Working Groups on organisation, structures, corporate planning and other strategic and policy issues.

Classes of Records Held

Internal administration files on corporate policy and planning, certain elements of SMI and TPS, returns to bodies such as the CSPVG, surveys and examinations and reviews of structures, systems and procedures.

Contact Details

Úna Ní Fhaircheallaigh

The Office of Public Works
Jonathan Swift Street
Trim
Co.Meath

Tel. (046) 9426082

Fax (046) 9438457

Email: una.nifhaircheallaigh@opw.ie

Project Management Services

Role and Structure

Project Management Services (PMS) plays the central and pivotal role in the provision of the infrastructure, which enables Government Departments, Offices and their Agencies to deliver their services to the public. PMS discharges this role through its strategic management of a wide and varied range of projects spanning new construction, refurbishment, conservation and major maintenance. Examples include:

- Construction of office accommodation
- Construction and refurbishment of Garda Stations
- Management of the Prisons Building Programme
- Courts Accommodation Programme
- Restoration/Conservation of the States' National Historic Properties
- Restoration/Conservation/Adaptation/Extension of the States' prestige properties including Leinster House, Dublin Castle, National Gallery, National Museum and National Library
- Office fit-outs of State owned and leased properties
- Teagasc Accommodation Programme.

PMS is headed by a Commissioner, with three Principal Officers reporting to him.

John McMahon (Commissioner)		
Principal Officers		
Brian Allen Justice Building / Construction / Refurbishment projects	Enda Mulvihill Special Projects Decentralisation Building / Construction / Refurbishment projects	Liam Basquille Cultural Institutions Building / Construction / Refurbishment projects

Services Delivered

Central to the management of projects is the necessity to develop and agree with its customers the scale, scope and components of each project, including:

- Identifying, in conjunction with customers, the unique requirements of each project and coordinating the transformation of these requirements into project form
- Managing the process from inception to completion and ultimate hand-over
- Procurement of funding and subsequent management of this funding
- Bringing together the various members of the Design Team and managing the work of that Team throughout the project
- Obtaining Planning permission, Fire Certificates, etc, as required
- Ensuring that the tendering process is carried out in accordance with EU and national procurement procedures
- Entering into contracts with the various contractors involved and monitoring progress on these contracts against that programmed
- Ensuring that the project is completed on time, within budget and to the highest possible standard.

Information Available

- PMS's procedures are comprehensively detailed within the Project Management Plan (PMP), containing a series of Flow Charts, Check Lists, Model Forms, Letters and Standard Forms. These documents describe in detail, the steps to be taken in executing any project. The PMP provides for the procurement of construction services and works necessary to complete a project. The procedures governing such procurement can be viewed or downloaded from the OPW Intranet:
<http://intranet/BusinessUnits/ProjectManagementServices/ProjectManagementPlanPMP/> and the Construction Procurement Reform website:
<http://www.constructionprocurement.gov.ie/>.
- Project Management Services holds a Certificate of Registration of Quality Management System to I.S. EN ISO 9001:2008. A Quality Policy Manual details the guidelines backing up the procedures followed by Project Management Services <http://intranet/media/PMS%20Quality%20Policy%20Manual%202009-12.pdf>.
- Customer Services Action Plan 2004 to 2007: - The main aims of the Plan are to ensure customer satisfaction, provide redress in the event that systems or services are perceived to be deficient, encourage feedback and maintain and improve standards of customer care.
- Consultants Selection Committee for Construction Projects Handbook: - The selection of Consultants for construction projects is governed by the principles of public accountability, impartiality, transparency, value for money, public procurement guidelines and by the procurement of high standards of design and construction. The OPW procures the services of Consultants through a Consultants Selection Committee and this handbook sets out the procedures that govern the activities of the Committee and related activities.

Classes of Records Held

Files

- A series of files relating to the execution of each project
- Contract Documents for projects, including Tender Drawings
- A file for each Consultant on the Consultant Selection Committee's Lists of Consultants

Databases / Spreadsheets

- A spreadsheet recording estimates of expenditure on all projects covered by Subhead E (Capital Expenditure Programme).
- A database containing relevant information on Consultants.
- A database containing relevant information on projects i.e. project team members, contract amount and project budget, payment details, etc.

Rules, Procedures, Practices, Guidelines and Interpretations

The rules, procedures, practices, guidelines etc., used by Project Management Services in carrying out its responsibilities are set out in the Project Management Plan (PMP) and the Quality Policy Manual (QPM). These offer a consistent framework and guide to the OPW policies and procedures underpinning project management. The documents are illustrative guides on how the OPW delivers projects in accordance with best practice.

Contact Name

Ms. Georgina Keeley

Project Management Services

Office of Public Works Fax:

Jonathan Swift Street Email:

Trim, Co. Meath

Tel: (046) 9426259

(046) 9438410

georgina.keeley@opw.ie

Property Maintenance Services Business Unit

Role and Structure

Property Maintenance Services comprises five distinct Sections:

- Regional Maintenance Network
- Building Maintenance Service
- Health & Safety Unit
- Furniture Services

Property Maintenance Services is headed by a Commissioner, with the head of Maintenance (Assistant Principal Architect level) reporting to him. Under the Head of Maintenance are the four Section managers.

John McMahon (Commissioner)			
Angela Rolfe (Head of Maintenance)			
Denis Carr (Director) Building Maintenance Services	Eileen Leahy (Assistant Principal Officer) Property Maintenance Section	Ken Moore (Assistant Principal Officer) Health & Safety Unit	Robert Guihen (Chief Technical Officer) Furniture Procurement Floor Covering Service Furniture Workshop

Details of each Section are set out hereunder.

Regional Maintenance Network

Role and Structure

The Regional Maintenance Network co-ordinates and manages programmes of maintenance works, refurbishments and fit-outs for customer Departments and for the OPW. It comprises a central administration in the OPW Headquarters with regional offices throughout the country.

Services Delivered

Services offered to customers include:

- Administration and management of fitting out and refurbishment contracts valued at up to €500,000.
- Maintenance work contracted from the private sector.
- Advice to accommodation officers.
- Regular Surveys to identify maintenance programmes.
- Administration of the Dublin City and County Measured Term Maintenance Contracts
- Terminal Schedules of Dilapidations for Leased buildings

Classes of Records Held

Files

- A series of files relating to the execution of each project.
- Contract Documents for projects, including Tender Drawings.

Databases

- Records of projected expenditure on projects.
- Records of payments on projects.
- File index.

Rules, Procedures, Practices, Guidelines and Interpretations

- Department of Finance Circular 1/94 - Revised Procedures governing the functions of Departments in relation to maintenance fitting out and refurbishment works and the purchase and supply of furniture.
- Local Government Planning & Development Regulations, 1994.
- The Building Regulations, 1997-2000.
- The Building Control Regulations, 1997-2000.
- Safety, Health and Welfare at Work (Construction) Regulations, 1995.

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Property Management Services

Role and Structure

Property Management Services is responsible for management of the State property portfolio, and comprises five constituent Sections:

- Property Management
- Office Accommodation
- Property Rentals
- Schools Section.

Property Management Services (PMS) manages all State owned properties and all properties leased on behalf of Government Departments and associated agencies, with the exception of accommodation for the Garda Síochána.

PMS is responsible for formulating policy and strategy for managing civil service accommodation.

PMS is also responsible for the maintenance of a Register of all the properties in the State's property portfolio that are vested in the Commissioners of Public Works and the Minister for Finance, and it ensures that arrangements are put in place for the surveying of State property on a regular basis.

PMS also acquires school sites on behalf of the Department of Education

A Commissioner, John Sydenham, with one Principal Officer, Michael Fennelly reporting to him, heads property Management Services.

Services Delivered

Property Management

- The acquisition and management of property for State use.
- The disposal of property that is surplus to State requirements.
- Collecting rents from tenants of State owned properties.
- The paying of Service Charges on leased properties.

Office Accommodation

Provision of suitable accommodation for State services in the most satisfactory and economic way, including

- The purchase of sites.
- The purchase or lease of office buildings.

Data Support

- Safe custody of Survey and Perambulation files, which contain detailed survey reports, Key Tenure Maps and perambulation Maps, showing the layout of the property and current occupancy/usage.
- Safe custody of Title Deeds.
- Maintenance and updating of the OPW Property System.
- Compiling a Property Assets Register for the purposes of the Annual Appropriation Accounts.

Schools Section

This Section purchases sites, throughout Ireland, for Primary and Post-Primary Schools.

Information Available

Six monthly reports to the Dáil giving details of property disposals under the State Property Act, 1954.

Best Practice Note – Working Guide to the acquisition and disposal of State property.

Classes of Records Held

Files

- Administrative files relating to each property.
- Title documents.
- Survey and Perambulation records.

Database

- Property Details covering description of Property including Title, Rental (if applicable), Occupiers, etc.

Rules, Procedures, Practices, Guidelines and Interpretations

Acquisition of Property

When acquiring property the OPW first considers properties available on the market to establish their suitability by reference to a range of criteria. While the relevant criteria will vary somewhat from case to case the main factors to be considered are suitability of location to meet client's brief, suitability of zoning in current development plan, impact of any proposed development in the area, e.g. roads/services/commercial/housing, accessibility including disabled access, proximity to other public service premises.

In general, the OPW identifies a suitable property or properties as the case may be and negotiates to establish the best terms available with the owner or owners or their agents in order to establish which offers the best value for money overall. Any acquisition of property is subject to the sanction of the Minister for Finance. This sanction may be specific or delegated.

Disposal of Property

Properties which are not being used and for which no use is envisaged in the foreseeable future are considered surplus to State requirements and are disposed of.

The general policy is that disposal of property, i.e. sale, lease, sub-lease should be by public competition. In certain cases good property management practice may dictate that disposal should be by restricted competition, (e.g. where the property in question is landlocked by one or more surrounding properties) or by private treaty. A decision is made based on the circumstances in each individual case whether disposal should be through a process of tendering, sale by private treaty or public auction (subject to reserve).

Engagement of Consultants

Property Management Services engages the services of Valuers and Estate Agents, Surveyors, Architects and Engineers.

Where the services of Valuers and Estate Agents or Surveyors are required, a commission is offered to a firm or an individual consultant, following consideration of the requirements by the Property Management Consultant's Appointments Committee and on the basis of a tendering process. Fees for commissions are normally negotiated on a case by case basis. All appointments are subject to the consultant producing a current Tax Clearance Certificate. Generally, a consultant is required to have Professional Indemnity Insurance.

The procedure governing the appointment of Architects and Engineers is set out in the OPW Project Management Plan.

Where the services of Accountancy, Financial Management or other consultants are required, the procedures prescribed in the Department of Finance documents Public Procurement (1994 edition) and Employment of Management Consultants, Code of Practice are followed. Fees may be determined by negotiation or by competitive bids.

In all cases where tenders/fee bids are invited the lowest or any tender/bid will not necessarily be accepted. Appointments are made on the basis of the best value for money having regard to all relevant factors.

The activities of the Property Management Services in acquiring or disposing of property and engaging consultants are undertaken in accordance with the rules of public procurement appropriately applied to the circumstances of each case.

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Public Relations (Press) Office

Role and Structure

To provide accurate information to the media and members of the public about the OPW's activities and to ensure that OPW is accurately represented.

Services Delivered

- Provision of information directly to the media and public in response to written and oral enquiries.
- Management of the OPW's publications including the Annual Report.
- Management of the OPW web presence.

Information Available

A range of publications on the OPW's activities, including the Annual Report and the Statement of Strategy.

Classes of Records Held

Files

- Records of the OPW Press Releases.
- Records of speech material and information notes for the Minister.
- Records of press cuttings in relation to matters concerning the OPW.

Audio/Video

- Tapes of excerpts from TV and Radio programmes on matters concerning the OPW.

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Training Unit

Role and Structure

To provide a support service to the Business Units, providing in house and external training.

Services Delivered

- Supports the Performance Management and Development System (PMDS).
- Promotes and supports further education in operating the Refund of Fees and Paid Study leave schemes.
- Induction of new staff to the Office of Public Works.
- Administers professional and technical training and development, e.g. architectural and engineering.
- Provides training and developments needs common to the Office, e.g. computer and competency based training as promoted via PMDS through procurement from external training service providers.
- Promotes and supports language training (Irish, modern and sign) as provided through the Centre for Management and Organisation Development and Gaeleagras.
- Provides Retirement Planning Courses as needs arise.

Classes of Records Held

Files

A series of internal administration files covering payments for external providers, payment to staff for refund of fees and individual training providers.

Databases

Records of payments and staff who attended courses.

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