



Office of Public Works

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

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Office of Public Works

1. Mission Statement

The mission of the OPW, as set out in our Statement of Strategy 2015-2017 is:

To use our experience and expertise to provide effective, sustainable and innovative services to the public and to our clients with dedication, professionalism and integrity, as directed by Government

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 Office of Public Work's (OPW) remit covers the two main functional areas of Estate Portfolio Management (including Heritage Services) and Flood Risk Management. The *Statement of Strategy* sets out the objectives of the OPW in its areas of responsibility for the years 2015 to 2017.

In relation to Estate Portfolio Management OPW aims to be the recognised leader in the management and conservation of our buildings and heritage. Efforts to rationalise our property portfolio, reduce maintenance costs and release properties will be a priority. Opportunities to present our Heritage Sites to greater numbers and using new technologies will be explored.

The OPW is the lead agency for flood risk management in Ireland. It is OPW's aim to minimise the impacts of river and coastal flooding on society, households, businesses and the environment, through the provision of flood risk guidance and advice in the area of sustainable planning, assisting the development of resilient communities and implementation of effective mitigation measures for areas at risk.

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

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 8 of the Act.

All areas of the Office comply with:

- The Prompt Payment of Accounts Act, 1997 (incl SI 580 of 2012)
- The Office of Public Works Authorities to make Payments (OPW Office Notice 20/2011)
- The Office of Public Works Financial Procedures and Policies (Office Notice 13/2015).
- Acceptance of Gifts, Favours and Hospitality (OPW Office Notice 29/2015)
- Public Financial Procedures, Department of Finance
- Public Procurement Guidelines

Architectural Services

Role

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.

Structure

State Architect and Principal Architect

- Ciaran O'Connor

Assistant Principal Architects

- John Cahill FRIAI
- Angela Rolfe FRIAI MScUD
- Edel Collins MRIAI
- Terri Sweeney Meade MRIAI, RIBA, MUBC

Architectural Services is headed by the State Architect/Principal Architect with the support of four Assistant Principal Architects. Architectural staff responsible for National Monuments, in the Heritage Services of the OPW and architectural staff in the Regional Offices in Property Maintenance Services report to the Principal Architect, in respect of all architectural, technical and professional matters. Private practitioners under the direction of the OPW Architectural Services carry out a proportion of the project work. External services are also provided by private Architectural Practices and monitored by Architectural Services.

Services Delivered

The services provided by Architectural Services are provided to Government Departments/ Offices, and other Public Bodies and Agencies. The principal services provided are:

- Full design and project/contract management of major new work projects in excess of €500,000.
- Full design and project/contract management of minor work projects up to a value of €500,000.
- Advisory Service to Government and Public Bodies and Agencies
- A maintenance service in collaboration with Mechanical & Electrical section.

The projects are diverse and span the following:

- Construction and or/refurbishment programmes:
 - School Building Programme on behalf of the Department of Education and Skills
 - Courts Service
 - Department of Agriculture, Food and Marine, including Laboratory Projects at Backweston, Co Kildare.
 - Department of Social Protection
 - Garda Stations
 - Irish Coast Guard (IRCG)
 - Leinster House
 - Sport Ireland at the National Sports Campus, Abbotstown, including accommodation for Special Olympics Ireland
- Refurbishment/restoration/conservation of National Cultural Institutions including:
 - Irish Museum of Modern Art
 - National Archives
 - National Concert Hall
 - National Gallery
 - National Library
 - National Museum
- Restoration/conservation of the State's Built Heritage, including National Historic Properties
- Office fit outs of existing State owned and leased properties
- Major Standalone projects e.g. National Children's Detention Facilities, Lusk
- Major maintenance projects
- Office Rationalisation including major refurbishments at:
 - Knockmaun House, Mount Street, Dublin 2
 - Leeson Lane, Dublin 2
 - Landsdowne House, Dublin 4
- Advisory Service:
 - National Children's Hospital
 - New Central Bank Headquarters
- Alterations, extensions, improvements and repairs
- External works and landscaping
- Conservation works
- Permanent and temporary exhibitions
- Inplant studies/feasibility studies/development potential
- Surveying (Building Control Compliance/Fabric Condition/Spatial)
- Supporting legal property transfers
- Masterplanning
- Government Policy on Architecture
- Advising the Minister for Arts, Heritage and the Gaeltacht on the significance of historic buildings under Section 482 of the Finance Act
- Advising on conservation matters
- Strengthening the Building Control Amendment Regulations system
- Trialling Building Information Modelling software for the Government.

Information Available

- Architectural Services procedures are comprehensively detailed within the Architectural Services Practice Manual 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 Practice Manual makes reference to the OPW Projects Management Plan (PMP) and the Construction Procurement Reform.

- Architectural 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 Architectural Services.
- OPW Handbook for the Consultants Direct Invitation List (CDIL) for consultancy with an estimated value of less than €50,000 (exclusive of VAT). This handbook sets out the procedures that govern the activities of the Consultants Selection Committee with regard to these contracts.

Classes of Records Held

Files

- A series of files relating to the execution of each project

Maps/Drawings/Plans

- All completed and uncompleted projects and site designs including feasibility studies.

Technical Library

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

Databases

- A spreadsheet recording estimates of expenditure on all projects covered by Subhead E (Capital Expenditure Programme).
- Projects database

Rules, Procedures, Practices, Guidelines and Interpretations

The rules, procedures, practices, guidelines etc., used by Architectural Services in carrying out its responsibilities are set out in the Architectural Services Practice Manual and the Quality Policy Manual (QPM). These offer a consistent framework and guide to the OPW policies and procedures underpinning project design, construction and management. The documents are illustrative guides on how the OPW delivers projects in accordance with best practice, on time, within budget and to the highest possible standards to meet Government policy and achieve customer satisfaction. This includes compliance with European and National Directives, Acts, Regulations, Codes and Standards. Architectural Services operate under the Building Control Regulations and registration of the title of Architect which is controlled under Section 18 of the Building Control Act 2007.

Contact Details

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

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 Email: anna.ball@opw.ie

Art Management Office

Role and Structure

The OPW Art Management Office operates under the direction of the OPW Art Management Group. The Group has responsibility for the care of the State Art Collection. The Art Management Group implements Government policy on art in State buildings, overseeing the acquisition 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 the State Art Collection for display in public buildings
- Commissioning art projects for public buildings under the percent for art scheme.
- Advising other Government Departments on the acquisition of art works and commissioning of art projects when requested.
- Management and maintenance of art works purchased and commissioned under the per cent for art schemes in specific State buildings and spaces.
- Providing public access to art works acquired by the OPW through exhibitions, including 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 the per cent for art scheme.
- Files on historic art works in the State Art Collection
- Exhibition catalogues, including 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

Art Management Office,
The Office of Public Works,
52 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6812

Email: artmanagement@opw.ie

Business Transformation Unit

Role and Structure

The Business Transformation Unit was established in January 2015, following a Capacity and Capability Review of the Estate Portfolio Management function, which highlighted 12 Recommendations in areas where OPW can enhance existing processes and procedures to better support our customers and effectively implement the actions contained in the Property Asset Management Delivery Plan (PAMDP).

The Unit is headed by the Director of Business Transformation. Reporting to the Director are a Principal Officer and an Assistant Principal Architect.

Director of Business Transformation – Eilis O'Connell
Principal Officer – Colm Purcell
Assistant Principal Architect – Edel Collins

Service Delivered

The organisational objective of the Business Transformation process is to help to make the organisation as effective as possible in the delivery of office accommodation and property services as mandated by Government, and to position the organisation to deliver on the PAMDP. The Business Transformation Unit will support OPW's new role under PAMDP in influencing and guiding other state bodies with property holdings in the most effective management of the State's property assets in the interest of the taxpayer.

The role of the Business Transformation Unit will be:

- To review processes and to make recommendations to improve ways of working within Estate Portfolio Management
- To make recommendations to support the re-organisation of the internal structures
- To integrate technology into this project in order to deliver more effective management information and
- To manage the changes in resources required to support the new organisational structure.

Classes of records held

Files – Electronic project files

Rules, Procedures, Practices, Guidelines and Interpretations

Compliance with Corporate Governance and relevant Department of Finance circulars.

Contact Details

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

Tel: (046) 942 6694
Email: suzanne.reeves@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 Head of Personnel and Development Services.

Services Delivered

- Administrative support to the Chairman and Board
- Co-ordination of responses to Government Memoranda.
- Secretarial services for Board Meetings and Barretstown Castle Trust.

Classes of Records Held

Files

- Register of Sealed Documents
- Register of OPW Board Meetings
- Register of Management Board Committee Meetings
- Register of meetings of 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,
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Tel: (046) 9426135

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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.
- 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 consent for 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 is the Director of Planning and Governance, and two Assistant Chief Engineers and a Principal Officer. One Assistant Chief Engineer and a Principal Officer report to the Director of Planning and Governance.

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 and the European Communities (Flood Risk Assessment and Management) Regulations 2010 to 2015. 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:

Patrick McAlinney,
Engineering Services,
The Office of Public Works,
52 St Stephens Green,
Dublin 2.

Tel: (01) 647 6673

Email: patrick.mcalinney@opw.ie

Financial Services

Role and Structure

Financial Services Section is the overall manages the financial affairs of the OPW. It consists of the Accounts Branch, the Management Information Framework Section (MIF) 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)
- Payroll & Travel Claims
- Finance Unit including Local Loans

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 Section

The MIF Section is responsible for the ongoing development and management of the financial management system of the OPW and support of business units in the provision of quality management information and training.

MIF Unit consists of an Assistant Principal Officer, a Higher Executive Officer and two Executive Officers.

Services Delivered

Accounts Branch:

The Accounts Branch of the OPW is responsible for:

- Making authorised payments, principally payroll, travel and subsistence and contractors claims
- Financial analysis and reporting
- Receiving and accounting for revenues
- Accounting for the financial resources of the Office, monitoring and control of expenditure, and the Estimates function for the office as a whole including the preparation of the OPW Appropriation Account
- Administering the Local Loans Fund on behalf of the Department of Finance
- Management of the OPW Asset Register
- Managing and maintaining the Financial Management System

Payments are made electronically for contractor's claims, payroll payments and travel claims. Receipts and loan repayments can also be received electronically.

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 support and maintenance of the OPW Financial System (Integra). The section supports business units of the Office in the day-to-day operation and reporting tools of Integra. It also co-ordinates and provides training on the Integra system.

Classes of Records Held

Payments (Votes) Section

Files

- Internal administration and maintenance files;
- Instructions to Pay forms, supplier invoices, travel and subsistence claims, rent batches, 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.
- Prompt Payment Quarterly Reports
- Payments greater than €20,000

Databases

- n/a

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).
- 2010 payments onwards are scanned to Integra

Manuals

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

Payroll Section

Files

- Internal administration and maintenance files.
- Record Cards detailing gross to net individual's salary details and history
- Records of any under/over payments
- Integra interface records
- Revenue returns

Computerised Systems

- Corepay system for Salaries and Wages (oracle based)

Databases

- 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 Section

Computerised Systems

- Travel System with Integra financials

Local Loans Section

Files

- Internal administration and maintenance files;
- Department of Finance Circulars etc.;
- Computer printouts from Local Loans 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 13 Estimate matters for example:

- Annual Estimates;
- Minister's Brief and Estimates Speech;
- Monthly Profiles and Returns of Expenditure to Department of Public Expenditure and Reform
- Annual Report;
- Allied Services Statement
- Mid Year Review and Key Performance Indicators

Published Documents

- Revised Estimates for Public Services – Vote 13
- Budget Estimates – Vote 13
- OPW Annual Report;

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

- Any related tender documentation on the financial management system
- User Guides for the operation of the MIF section and for the use of Integra modules
- Authorisation lists

Rules, Procedures, Practices, Guidelines and Interpretations

Accounts Branch

The activities of the Branch are governed by the regulations and procedures outlined in the Public Financial Procedures published by the Department of Public Expenditure & Reform.

The procedures, practices, guidelines etc used by Accounts Branch in carrying out its responsibilities are set out below for each section.

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.

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 20/2011 (Authorities to make payments) and Office Notice 13/2015 (Financial Procedures and Policies).

Payroll

The payroll section is responsible for the processing of wages to established and industrial staff of the OPW and for deduction of employment taxes, other statutory and non-statutory deductions and for all returns relating to the payroll process.

Salary scales and relevant regulations are set out in Department of Public Expenditure & Reform Notices and Circulars.

Payroll deductions are undertaken on a statutory basis or approved and agreed by the individual employee.

Changes to an individual's gross salary or wages are carried out on instructions received from Peoplepoint for established staff and from OPW's Industrial Personnel and Development Section for industrial staff.

Travel Section

The Travel section are responsible for the processing of travel claims made by staff of the OPW and the relevant Minister of State.

Travel and subsistence rates and regulations are set out in the Department of Public Expenditure and Reform Notices and Circulars.

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 Public Expenditure & Reform Estimate Circulars and related instructions.

The Finance Unit also uses internal files for guidance on matters such as Minister's Brief and Estimates Speech, Allied Services Statement, Monthly Profiles and Returns of Expenditure to Department of Public Expenditure & Reform.

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
Email: mick.long@opw.ie

Contact Name

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

Tel: (01) 647 6809 / 6814
Email: donal.wickham@opw.ie
colm.higgins@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 Central Government, the public and to the OPW staff in managing the internal implementation of the Act. In order to ensure compliance with the act the FOI Unit provides the following services:

- Provides assistance to FOI requesters OPW staff.
- Records and tracks all FOI requests and ensure that requests are dealt with within the timeframe specified in the Act.
- Manages requests for Internal Review.
- Assists the Office of the Information Commissioner in respect of any appeals against FOI decisions of the OPW.
- Organises FOI training for relevant staff members.
- Maintain the publication scheme on www.opw.ie

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 FOI requests.
- Record of all Decision Makers and Internal Reviewers.
- Record of all Requesters.

Rules, Procedures, Practices, Guidelines and Interpretations

- FOI Act 2014
- FOI Decision Makers Manual - Parts 1 & 2
- Guidance notes provided by the FOI Central Policy Unit of the Department of Public Expenditure and Reform
- Guidance provided on www.foi.gov.ie
- FOI Unit procedures manual

Contact Details

Freedom of Information Officer
The Office of Public Works,
Government Buildings,
Hebron Road,
Co. Kilkenny.

Tel. (056) 777 2625
Email foiunit@opw.ie

Government Publications & Election Services

Role and Structure

Government Publications & Election Services (GPES) is a discrete business operation, which is responsible for sale to the general public, business and Government organisations 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 mail order unit based in the OPW Office at 52 St Stephen's Green, Dublin 2. The main stock of publications is stored in a warehouse premises located at Mountshannon Road, Rialto, Dublin 8. GPES also provides an annual subscription service in the case of legislation, certain Oireachtas Publications and Iris Oifigiúil.

GPES also performs a number of functions that are related to the main business activity by fulfilling copyright obligations in respect of all publications that are made available for sale and allocating International Standard Book Numbers (ISBNs) centrally for all publications that are sold. GPES sells all legislation since the foundation of the State. As an integral part of this function GPES 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 GPES staff. All activities relating to Iris Oifigiúil are carried out from the OPW Office at 52 St Stephen's Green, Dublin 2.

Acting on behalf of the Department of the Environment and Local Government, GPES 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.

GPES is headed by the Director of Corporate Services.

| |
|---|
| <p>John Curtin (Director of Corporate Services)</p> |
|---|

| |
|--|
| <p>Fionnuala Parnell (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 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.

The mail order service is provided from 52 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 and on the OPW website at www.opw.ie/en/governmentpublications. Catalogue numbers, prices, and details on how to place orders are included.

Information Available

- Annual Catalogue of Government Publications, available from GPES.

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

GPES complies with EU and Government procurement procedures. In addition, the manual Standard Operating Procedures outline the general principles and objectives of the National Procurement Service and sets out the standard operating procedures of the procurement process for the guidance of staff of the Service.

Contact Name

Mr Denis Murphy
Government Publications and Election Services,
Office of Public Works,
52 St Stephens Green
Dublin 2

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Heritage Services

Role and Structure

The Heritage Service comprises three distinct areas:

- National Monuments & Visitor Services
- National Historic Properties
- Conservation Architecture & Project Management

The Minister for the Environment, Heritage and Local Government has responsibility for major policy issues in relation to Heritage.

The Commissioners of Public Works are responsible for the ongoing management and operation of the properties. Within the Office of Public Works, the Heritage Service is headed by a Commissioner, with 2 Principal Officers and 1 Assistant Principal Architect (Conservation) reporting to him.

| | | |
|--|--|---|
| John McMahon Commissioner | | |
| National Monuments & Visitor Services | National Historic Properties & Event Management | Conservation Architecture Project Management |
| Frank Shalvey Principal Officer | | John Cahill APA Conservation |

Heritage Services

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 Works Manager who reports to the senior architect for the region. The District Works Manager, 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.

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 public 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

NMS 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: Assistant Principal Architect (Conservation) 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 at permissions@opw.ie. 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. Events may be published on www.heritageireland.ie.

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 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 organisations, non-governmental organisations, local community groups, individuals etc. (For information 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.
 - (c) Maintenance of Monument or Property
 - (d) New projects
 - (e) Applications/permissions to use sites.
 - (f) Special events involving the sites.
 - (g) Partnership/trusts/liaison groups.
 - (h) Regional Maintenance depots.
 - (i) Acquisition.
 - (j) Access to National Monuments.
 - (k) Caretakers of National Monument Sites.
 - (l) Accident/compensation claims.
 - (m) Requests from the public, advice, information etc.
 - (n) General correspondence, complaints.
 - (o) Reports and inspections from Architects' works files.
 - (p) Weekly Clerks of Works' files (date c. 1960's- 1970s) on the conservation and maintenance of monuments
 - (q) "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) organisational 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
 - (e) National Monument drawings

Instrument Survey Data Records

- Site Surveys

Contact Details:

Noreen Finnegan,
The Office of Public Works,
Unit 20,
Lakeside Retail Park,
Claremorris,
Co. Mayo

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Fax: (094) 937 3395
Email: noreen.finnegan@opw.ie

Heritage Services

National Historic Properties

Role and Structure

The major area of work of National Historic Properties involves the conservation, management, protection and presentation, including day-to-day management, of historic properties (Houses, Historic Parks, Gardens and Designed Landscapes) 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, Casino at Marino, St. Stephen's Green, War Memorial Park, Iveagh Gardens, Garden of Remembrance, Arbour Hill Cemetery, Grangegorman Military Cemetery, Pearse Museum and St Enda's Park, Rathfarnham Castle, Dublin Castle, Farnleigh 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 | - National Botanic Gardens, Kilmacurragh |
| Co. Wexford | - John F. Kennedy Arboretum |

National Historic Properties Division is headed by Commissioner John McMahon. 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

Management of State Events, Commemorations and other large scale Government events is managed through the Events Unit, Dublin Castle.

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: opwpressoffice@opw.ie).
- 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 organisations, governmental organisations, local community groups, individuals etc. (For information contact: National Historic Properties Central Management Unit at Dublin Castle or the particular property).

Permission for use

Permission is given to use certain Historic Properties for certain appropriate events, photoshoots, occasions or projects: - public may obtain permission by contacting National Historic Properties central management Unit, Dublin Castle, (01) 6458884. The Event organisers 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

Research facilities are available to specialised groups or individuals at certain sites, e.g. the National Botanic Gardens, Garnish Island, JFK Arboretum. Requests will be considered on their merits but only limited facilities are available.

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 (01) 6458884.

Classes of Records Held

Files

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:

- Tenure of Property.
- Day-to-day management of Property.
- Maintenance of Property.
- New projects
- Applications/ permissions to use sites.
- Special events involving the sites.
- Partnership/ trusts/ liaison groups.
- Acquisition.
- Accident/ compensation claims.
- Requests from the public/ bodies for advice, information etc.
- General correspondence and complaints.
- Reports and inspections from staff.

General files relating to National Historic Properties which cover:

- Policy issues.
- Legislative issues.
- Organisational issues-training, courses, conferences, health and safety
- Budgets/ estimates.

Files relating to other activities of National Historic Properties

- 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

- Records or inventories of collections such as plants, art, furniture at individual National Historic Properties.
- Individual officers' files on word processor, spreadsheet and database, cover letters, memos, expenditure profiles etc.
- Collection of living species and the preserved herbarium collections in the National Botanic Gardens at Kilmacurragh and Glasnevin are available via the website (www.botanicgardens.ie). More detailed records are available on request to the Director, Matthew Jebb, National Botanic Gardens, Glasnevin, Dublin 9.
- Cartographic - Old estate maps.
- Photographic records

Contact Details:

National Historic Properties

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

Dublin Castle

Mr. Hugh Bonar,
Office of Public Works,
Dublin Castle,
Dublin 2.
Tel: 01 679 3713/679 6433
Email: hugh.bonar@opw.ie

Farmleigh

Ms Bridgeen Kelly
Office of Public Works
Farmleigh Estate
Dublin 8
Tel: (01) 815 5900
Email: bridgeen.kelly@opw.ie

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 Gerry Bourke,
Health & Safety Services,
Office of Public Works,
Jonathan Swift Street,
Trim,
Co. Meath

Tel: (046) 9426000 E-mail: gerry.bourke@opw.ie

Property Maintenance Fire and Security Unit

Role and Structure

The OPW Fire and Security Unit operates as “In – House” Consultancy for both Fire and Security aspects of OPW Estate Portfolio Management.

Services Delivered

The Unit provides the following services;

- specialist advice for the Fire Certificates and preparation of Fire Designs for Section 9 Exempt Premises such as Prisons, Leinster House and Aras an Uachtaráin.
- specialist advice for ongoing fire safety review of existing state property.
- specialist Security Design, tender and supervision of systems installation and physical security for particular residences.

The OPW Fire and Security Unit reviews new technical and legal developments in both Fire and Security to inform OPW specifications.

A comprehensive service in areas such as: -

Property Protection/Archives - National Cultural Institutions
Fire safety and protection of historic fabric of National Historic Properties
Refugee Accommodation, Security installations.

Classes of Records Held

Fire certificate documentation for Part 9 projects
Fire Safety and Security Reports

Property Maintenance Health and Safety Services

Role and Structure

The primary focus of the Health & Safety Services is to provide safety advice across the business units with particular emphasis on responsibility for -

- The safety of OPW staff, particularly those engaged in construction works
- Visitor safety at OPW properties and sites
- The management of asbestos in OPW property

Main Tasks and Services Delivered

The Unit:

- provides policy development advice and monitoring and administrative support to the OPW Safety Management Committee [SMAC] that reports to MAC
- provides an advisory service on Risk Assessments and Safety Statements to all sections of the OPW
- manages and updates the OPW Asbestos Register/Database, including making arrangements for asbestos surveys and removal i.e. tendering for specialist consultants and contractors, where required e.g. pre-refurbishment/demolition works
- provides training on all aspects of health and safety for OPW staff,
- manages and maintains training records, construction safety management audits and accident records
- Liases and participates with a range of organisations and agencies [State Claims Agency, Health and Safety Authority] to ensure that OPW operates at the highest level regarding all aspects of health and safety
- is involved with educational institutions in carrying out research with regards to issues which may affect employees' health and safety in the workplace
- liases and participates with a range of organisations and agencies [State Claims Agency, Health and Safety Authority] to ensure that OPW operates at the highest level regarding all aspects of health and safety
- is working with internal sections to establish Construction Management Systems fitted to the particular requirements of each section. It will continue to provide an advisory and auditing service.

Information Available:

- OPW Code of Practice for Asbestos Removal

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.

Role and Structure

The Regional Offices co-ordinate and manage programmes of reactive and planned maintenance works, refurbishments and fit-outs for customer Departments and for the OPW. It comprises an integrated service with a central Property Maintenance Administration in the OPW Headquarters with 8 Regional Offices and seven District Offices throughout the country.

Services Delivered

Services offered to customers include:

- Design and implementation, administration and management of fitting out and refurbishment contracts valued at up to €500,000.
- Reactive and planned maintenance work contracted from the private sector.
- Advisory services to accommodation officers in Departments and Agencies.
- Condition Surveys to identify maintenance programmes.
- Administration and operation of the Dublin City and County Measured Term Maintenance Contract
- Securing and maintaining vacant properties

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 1/13 -Under these revised procedures, OPW is the specialised service provider for all building maintenance works in state occupied property (owned or leased).
- Planning and Development Act 2000.
- The Building Regulations, 1997-2000.
- The Building Control Regulations, 1997-2013.
- Safety, Health and Welfare at Work (Construction) Regulations, 2006.
- Procurement legislation and guidelines

Contact Name

Eileen Leahy
Property Maintenance Services,
OPW Headquarters,
Trim, Co Meath.
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Property Maintenance Services

Role and Structure

Property Maintenance Services comprises:

- Property Maintenance Administration
 - Regional Offices
 - Fire and Security Unit
 - Health & Safety Services
 - Furniture Division

Property Maintenance Services is headed by a Commissioner, with the Head of Property Maintenance (Principal Officer) reporting to him. Reporting to the Head of Property Maintenance are the operational managers.

| Regional Offices | Property Maintenance Administration | Fire and Security Unit | Health & Safety Services | Furniture Division |
|--|---|-------------------------------------|---|--|
| 8 x Regional Architects [see below] | Barry Moyles (Assistant Principal Officer) | Kevin McLoone (Senior Architect) | Gerry Bourke (Assistant Principal Officer) | Robert Guihen (Chief Technical Officer) |

Details of each Section are set out hereunder.

Property Maintenance Administration and Regional Offices

- OPW Property Maintenance Services Regional Offices June 2013

| Region | South East Wexford, Waterford, Carlow, Kilkenny, Laoise, Offaly, Wicklow | South West Cork + Kerry | Mid West Limerick, Clare, Tipperary | West Galway + Mayo | North West Donegal, Sligo, Leitrim, Roscommon, Longford | North East Louth, Meath, Kildare, Cavan, Westmeath, Monaghan | Dublin North Dublin City [northside] Fingal | Dublin South Dublin City [southside] South County Dublin, DunLaoghaire Rathdown |
|--------------------|---|--|--|--|--|--|--|---|
| Location | OPW South East Regional Office Catherine Street, Waterford | OPW South West Regional Office the Marina Building, Centre Park Road, Cork | OPW Mid West Regional Office Templemungret, Mungret, Co Limerick | OPW West Regional Office, White House, 8 Claddagh Quay Galway | OPW North West Regional Office Marino House, Finisklin Business Park, Sligo | OPW North East Regional Office, 52 St Stephens Green, Dublin 2 | OPW Dublin North Regional Office, Red House, Arbour Hill Gate, Collins Barracks, Dublin 7 | OPW Dublin South Regional Office, Dublin Castle, Dublin 2 |
| Regional Architect | Brian Hamilton John Healy Vacancy | Vacancy | James Sweeney | Peter Rogers Jane Fitzgerald | Kevin Wolahan | | | |

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 previous projects i.e. project team members, contract amount and project budget, payment details, etc. No current database has been maintained since 2013. The status of this this database and its potential replacement is currently being reviewed at the time of writing (February 2016).

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
Head Office
Jonathan Swift Street
Trim
Co. Meath

Tel: (046) 9426259

Email: georgina.keeley@opw.ie

- Managing the appointment process of consultants, e.g. Architects, Quantity Surveyors, Civil & Structural Engineers, Mechanical & Electrical Engineers, etc.
- Bringing together the various members of the design team and managing the work of that team throughout the duration of the project
- Submitting planning permission applications, fire safety certificate applications, appeals to An Bord Pleanála, etc.
- Managing competitive tendering for construction works contracts and all other project related Contracts e.g. surveys, archaeology etc.
- Entering into contracts and monitoring progress against programme and costs against Contract price and project budget
- Ensuring that the project is completed on time, within budget and to the highest possible standards to meet Government policy and achieve customer satisfaction
- Ensuring that all project records and procedures meet legislative provisions and standards governing the efficient and cost effective delivery of public funded projects

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..
- 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.
- OPW Handbook for the Consultants Direct Invitation List (CDIL) for consultancy Contracts with an estimated value of less than €50,000 (exclusive of VAT). This handbook sets out the procedures that govern the activities of the Consultants Selection Committee with regard to these contracts.

Classes of Records Held

Files

- A series of files relating to the execution of each project.
- Contract Documents for projects.
- A series of files relating to the work of the Consultant Selection Committee.

Project Management Services

Role

The principal function of Project Management Services (PMS) is to manage and administer each project from initiation through to completion. PMS has a high level of awareness of the needs of its customers and works closely with them in meeting their requirements. The projects are diverse and span the following:

- Construction and/or refurbishment programmes:
 - Schools Building Programme on behalf of the Department of Education and Skills
 - Courts Service
 - Department of Agriculture, Food and Marine, including Laboratory Projects at Backweston, Co. Kildare
 - Department of Social Protection
 - Garda Stations
 - Irish Coast Guard (IRCG)
 - Leinster House
 - Sport Ireland at the National Sports Campus, Abbotstown, including accommodation for Special Olympics Ireland
- Refurbishment / restoration / conservation of National Cultural Institutions including:
 - Irish Museum of Modern Art
 - National Archives
 - National Concert Hall
 - National Gallery
 - National Library
 - National Museum
- Restoration / conservation of the State's Built Heritage, including National Historic Properties
- Office fit outs of existing State owned and leased properties
- Major Standalone projects, e.g. National Children's Detention Facilities, Lusk
- Major maintenance projects
- Convention Centre Dublin
- Office Rationalisation including major refurbishments at
 - Knockmaun House, Mount Street, Dublin 2
 - Leeson Lane, Dublin 2
 - Lansdowne House, Dublin 4

Services Delivered

PMS has developed strong expertise in construction contract procedures, has a detailed knowledge of the construction industry and has developed the Project Management Plan for managing construction projects. PMS is responsible for:

- Securing the funding and subsequent management of this funding. (Where funding for a Project is provided by other Departments and administered through OPW Suspense Accounts, the securing of such funding and any related sanctions, etc. are a matter for the sponsoring Department)
- In conjunction with customers, defining the unique requirements for each project and co-ordinating the preparation of the definitive project brief
- Managing the process from inception to completion and ultimate handover

Contact Names

(For State Industrial Grades)
Mr Peter Duffy,
Personnel & Development Services,
OPW,
Head Office,
Trim,
Co. Meath

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Email: peter.duffy@opw.ie

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

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- 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.
- Records of workforce skills and qualifications.
- Files on contracts for various services.
- Files on annual estimates of expenditure.
- Files on refund of educational fees to staff.
- Files on workforce planning.
- Training manuals.
- Records of student in-take for work experience.

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, the OPW is guided by the various codes and agreement arising out of the deliberations of the 'National Joint Industrial Council for State Employees' operating under the aegis of the Labour Relations Commission. The OPW is guided by substantial body of employment legislation embracing circa forty Acts of the Oireachtas dating back to 1946, together with attendant S.I.'s. The Office is also mindful of the determinations of the various arms of the State Industrial Relations machinery, such as the Labour Court, the Employment Appeals Tribunal and the Equality Authority.

The Personnel Code is contained in the Department of Finance's Freedom of Information Section 8 Publications Scheme, 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 Industrial Personnel, OPW Head Office, Trim, Co. Meath.

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
- Internal Facilities/Equality Unit

Services Delivered

- Management of personnel services for Civil Service grades through the HR Shared Service Peoplepoint.
- Management of personnel services for State Industrial grades.
- Employment of State Industrial grades
- 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 on a range of equality issues including Disability Liason, promotion of Dignity at Work and management of complaints of Bullying and Harrassment in accordance with the Civil Service and Joint Industrial Council policies 'A Positive Working Environment'.
- 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/Department of Public Expenditure 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.

Ministers Office

Role and Structure

To provide administrative and advisory support to the Minister of State at the Department of Public Expenditure and Reform with special responsibility for the Office of Public Works.

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, Topical Issue Debates and Seanad Commencement Debates.
- Management of correspondence from members of the public, public representatives and interest groups.
- 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.

Databases

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

Contact Details

Mr Brian Higgins
Private Secretary to the Minister of State
Office of Public Works,
52 St Stephens Green,
Dublin 2

Tel. (01) 647 6132

Email: brian.higgins@opw.ie

Library

Role and Structure

The primary role is to provide a library and information service to OPW staff. It is open to the public by appointment only. The library forms part of Personnel and Development Services and its headquarters is located in the OPW Head Office, Trim, Co. Meath.

Services Delivered

A library and information service is provided to support the implementation of the OPW's key objectives. This involves the managing and developing the Library collections and resources in line with the key functions of the OPW. Staff can consult and borrow books, journals and other materials held in the library. They can also access the OPW architectural drawings collection and consult a wide range of specialised journal titles relevant to the core functions of the OPW. There is also a facility for inter-library loans from Academic libraries and access to a number of online commercial resources and databases.

Information Available

Information is available from library@opw.ie

Classes of Records Held

Electronic and Hard Copy Files

- Administration files - including accounts, staff, OPW site libraries etc

Databases

- KOHA Library Management System
- Alfresco - digital archive of architectural drawings

Contact Details

Ms Nirvana Pitt,
Librarian,
The Office of Public Works,
Jonathan Swift Street
Trim
Co. Meath

Tel: (046) 942 6023/6158/6024
Email: library@opw.ie or nirvana.pitt@opw.ie

Legal Services

Role and Structure

Legal Services Section is responsible for the co-ordination of legal services within the OPW.

Services Delivered

- Liaison with the State Claims Agency in relation claims for compensation.
- Management of the provision of legal advices from the Chief States Solicitor's Office

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 State Claims Agency.
- Records of correspondence with the State Claims Agency.
- Individual files in relation to incidents on State property and claims against the OPW.

Databases

- Record of incident reports and claims against the OPW.

Contact Details

Ms. Edel McArdle,
Legal Services Section,
The Office of Public Works,
Government Buildings,
Hebron Road,
Co. Kilkenny

Tel. (056) 7772626

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Internal Audit Unit

Role and Structure

The role of the Internal Audit Unit is to provide an independent objective assurance to the Chairman of the OPW in her role as Accounting Officer and the Audit Committee with the aim of adding value and improving OPW operations. It aims to assist the OPW accomplish its objectives by bringing a systematic, disciplined approach to the evaluation and improvement of risk management, control and governance processes in the OPW. 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

- Electronic files relating to audits of OPW Business Units and entities

Contact Name

Úna Ní Fhaircheallaigh
Internal Audit,
OPW,
Jonathan Swift Street,
Trim,
Co. Meath.

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Databases

- Equipment inventory
- Software inventory
- Contractors payments/orders
- ICT Helpesk calls
- Various functioning databases and also those under development
- Computer network directory
- Meeting room booking system

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
- Rules, Procedures, Practices, Guidelines and Interpretations

The IT Section adheres to:

- Guidelines and advice notes issued by the Department of Finance and the Department of Public Expenditure and Reform.
- EU technical "openness" requirements, as specified in Decision 87/95/EC
- E Government Strategy
- Data Protection guidelines
- OPW's ICT Strategy
- OPW Social Media guidelines
- OPW mobile device policy
- OPW policy in respect of the use of IT equipment
- Government ICT Strategy
- OPW Computer Security Policies

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 and OGP advisory notes, guidelines and procurement templates, which are updated from time to time.
- "Public Financial Procedures" guide published by the Department of Finance
- National Procurement Service guidelines

Contact Details

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Mr. Martin Malone,
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Co. Meath.
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ICT Unit

Role and Structure

This Unit is charged with:

- Providing a range of Information and Communications Technology (ICT) 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 Unit provides the following services:

- The design, development and implementation of ICT 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 ICT Helpdesk facility for OPW staff
- Maintaining and supporting all hardware and software directly or through third parties.
- Procurement of ICT equipment and consumables.
- Management of Internet/Intranet & e-mail facilities
- Providing advice to various sections within the OPW on the use and benefits of ICT.
- Providing office equipment, excluding furniture and stationery, for the OPW. Such items would include photocopiers, fax machines, scanners.
- Provision and maintenance of telephone systems.
- Computer security.
- Management of OPW's mobile phone estate.
- Data Protection services
- Advice to Business Units on Open Data matters.

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 ICT plans.
- ICT Strategy documents
- Computer security policy
- Social media guidelines
- Mobile device policy

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:

Mr Matt McCormack
Building Maintenance Service,
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Collins Barracks,
Benburb Street,
Dublin 7.

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Email: matt.mccormack@opw.ie

Heritage Services - Conservation Building Maintenance Service

Role and Structure

The Building Maintenance Service (BMS) carries out general maintenance and conservation 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. and the Cork Workshop handling projects in the Greater Cork and General Munster area.

Services Delivered

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

- Carpentry and Joinery
- Painting
- Electrical
- Plumbing
- Exhibition Construction
- Bricklaying
- Tiling
- Plaster Work

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
- Health & Safety records

Databases

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

- Market research and analysis and domestic and overseas promotion campaigns
- Design, production and delivery of an annual programme of publications
- Advice and support for site managers on education site activity programmes

Information Available

Operational records relating to:

- Recruitment of Seasonal Guides
- Financial records
- Publications procurement, website management and advertising/PR

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.

Contact Details

Noreen Finnegan
The Office of Public Works
Unit 20
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Claremorris
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Heritage Services

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 interpretation material
 - (c) establishing pricing structures
 - (d) providing marketing and advertising support
 - (e) providing information and customer support through the operation of the website
- 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

Visitor Services is responsible for the recruitment and training of about 350 guides annually and the provision of a general information service to the public.

Approx 4.9 million visitors to 70 heritage sites are provided with a Guide service. General enquiries from the public in relation to visitor matters are handled at their offices at OPW, Unit 20 Lakeside Retail Park, Claremorris, Co.Mayo.

Visitor Services is responsible for the development of educational programmes for schools, and the distribution of publications.

The Division is also responsible for the:

- Maintenance of www.heritageireland.ie
- General Customer Service issues
- Management of income and audit functions for paid entry Heritage sites
- Management of Tour Operator (Bus) business
- Management and operation of Heritage Card sales

Rules, Procedures, Practices, Guidelines and Interpretations

- Department of Finance Circular 1/13 -Under these revised procedures, OPW will be the specialised service provider for all building maintenance works in state occupied property owned or leased.
 - Planning and Development Act 2000.
 - The Building Regulations, 1997-2000.
 - The Building Control Regulations, 1997-2015.
 - Safety, Health and Welfare at Work (Construction) Regulations, 2006.

Contact Name

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Fire and Security Unit,
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Dublin 2

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Property Maintenance 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.
- Provision of furniture to State Buildings and heritage properties.

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 1/13 - revised procedures governing the functions of Departments in relation to maintenance, fitting out and refurbishment works and the purchase and supply of furniture.
- Planning and Development Act 2000.
- The Building Regulations, 1997-2000.
- The Building Control Regulations, 1997-2015.
- Safety, Health and Welfare at Work (Construction) Regulations, 2006.
- Public Procurement guidelines

Contact Name

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Director of Furniture Division
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Kilmainham,
Dublin 8.

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Property Management Services

Role and Structure

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

- Property Management (State Owned)
- Property Management (Office Accommodation)

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 An 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, the Minister for Finance and the Minister for Public Expenditure & Reform.

A Commissioner, Mr John Sydenham, with two Principal Officers, Mr Ken Moore and Mr Martin Bourke reporting to him, heads Property Management Services.

Services Delivered

Property Management

- Strategic planning of property utilisation across the State Portfolio
- The acquisition, rationalisation 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.

Information Available

Property Asset Management Delivery Plan (PAMDP) published in July 2013.

Protocol for the transfer and sharing of State Property Assets.

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 the availability of surplus properties held by other public service bodies. If there is no such availability, then the OPW will approach the market to establish if there are any suitable properties available. The suitability of these properties will then be assessed against a range of criteria. While the relevant criteria will vary somewhat from case to case the main factors 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.

When a number of potential properties have been identified for acquisition the OPW will then enter into a phase of due diligence to determine which one offers the optimum value for money and will best satisfy the accommodation needs of the client.

Any acquisition of property is subject to the sanction of the Minister for Finance and the Minister for Public Expenditure & Reform. 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 considered for disposal.

The general policy is that disposal of property should be by public competition. In certain instances, 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 on the manner of disposal is made based on the circumstances in each individual case.

Engagement of Consultants

Property Management Services, on occasion, engages the services of Valuers and Estate Agents, Surveyors, Architects and Engineers. The retention of such services is completed in a manner consistent with the public service procurement guidelines.

The procedure governing the appointment of Architects and Engineers secured from the Consultants Direct Invitation List (CDIL) is set out in the OPW Project Management Plan.

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 complying with the Revenue Commissioners rules on producing a current Tax Clearance Certificate.

Where the services of Accountancy, Financial Management or other consultants are required, the procedures prescribed in the Department of Finance circulars and Office of Government Procurement publications are followed.

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.

Contact Name

Mr TJ Hogan,
Property Management Services,
OPW,
Head Office
Trim
Co Meath
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Email: tj.hogan@opw.ie

Public Relations (Press) Office

Role and Structure

To provide accurate information to the media and members of the public about OPW 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 publications including the OPW Bulletin Obair.
- Management of the OPW web and social media presence.

Information Available

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

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

- Excerpts from broadcast programmes on matters concerning the OPW.

Contact Name

Ms Colette Davis,
Public Relations Officer,
OPW Head Office,
Jonathan Swift Street,
Trim,
Co. Meath.

Tel. (046) 942 6128 or 087 9475552

Email: colette.davis@opw.ie

Training & Development Unit

Role and Structure

An internal HR support service that provides learning and developmental supports to develop the capability and capacity of staff to deliver the Office's strategic objectives.

This Unit does not administer or provide any service or scheme to the general public.

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.
- Arranges induction training for staff new to the Office of Public Works.
- Supports Continuing Professional Development programmes.
- Devises training programmes in response to needs identified through the Performance Management and Development System and through Training Needs Analysis exercises (TNA).
- Procures and arranges external training services.
- Delivers certain training interventions directly.
- Provides Retirement Planning Courses as needs arise.
- Evaluates training interventions.

Classes of Records Held

Files

A series of internal administration files containing:

- procurement and payment details about external training events
- processing of applications under the refund of fees scheme

Spreadsheets

- Details of training interventions delivered, and the names of staff who attended courses.
- Information on workforce skills and qualifications
- Training packs

Contact Details

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