

FREEDOM OF INFORMATION



SECTION 15 REFERENCE MANUAL

Kilkenny County Council

Revised October 2007

Notice: Information in this manual may change

We intend to keep this manual as accurate and up to date as possible. However some of the information may change after the manual is published through no fault of Kilkenny County Council. There may be changes to,

- staff
- contact details including addresses
- legislation
- organisational structures, and
- areas of responsibility.

When there are changes, we will update this manual within a reasonable time. You can download the most up-to-date version of this manual from the *Kilkenny County Council* website *www.kilkennycoco.ie*

The information contained in this Section 15 Reference Manual is only a guide. It is not a legal interpretation of any legislation mentioned.

Freedom of Information

Section 15 Reference Manual

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Introduction

This manual has been prepared in line with the requirements of Section 15 of the Freedom of Information Acts 1997 and 2003.

This manual is designed to help the public find out about their rights under the Freedom of Information Acts and to give answers to the following questions you may have.

How does *Kilkenny County Council* operate the FoI Acts?

This manual gives details of *Kilkenny County Council* and

- how it is structured;
- how it is organised;
- what it does;
- what powers it has;
- the services it provides; and
- what type of records it holds.

We also detail the rules, practices, procedures and guidelines that we use to decide on Freedom of Information requests.

How do I get information under the FoI Acts?

This manual tells you how to,

- get access to records
- apply to change any information about you that is on record and that is incomplete, incorrect or misleading; and
- how to find out why we made a decision that affected an individual.

Who do I contact to make a FoI request?

This manual gives the names, job titles and contact details of members of our staff who are responsible for handling queries related to the Freedom of Information Acts.

How do I appeal a FoI decision made by Kilkenny County Council that I think is unfair?

This manual tells you what rights you have to review or appeal decisions we make under the Freedom of Information Acts.

How can I get a copy of this manual?

A copy of this manual will be provided on request. Request should be directed to,

James Gibbons,
Freedom of Information Officer,
Kilkenny County Council,
County Hall,
John Street,
Kilkenny
Tel : 056 7794115
Fax : 056 7794004
Email ; james.gibbons@kilkennycoco.ie

This manual and other *Kilkenny County Council* publications give more detailed information on *Kilkenny County Council* and its activities and are available on our website – www.kilkennycoco.ie

Overview of *Kilkenny County Council*

Our mission is to

“ As members and staff of Kilkenny County Council to work with the community we serve and thereby promote the cultural, economic and social development of the County consistent with the preservation of the Environment for future generations. “

Kilkenny County Council is an organisation of more than 460 staff. It provides services for a population of over 87,000 people spread over an area of some 2061 square kilometres. *Kilkenny County Council* is both a representational body for the people of County Kilkenny as well as a provider of essential services..

Representational Role of *Kilkenny County Council*

The representational role is performed by the directly elected members. *Kilkenny County Council* is made up of 26 elected members drawn from 5 electoral areas.

The function of the elected members are called ‘reserved functions’ and these are essentially the policy framework within which the *County Manager* operates. The role of the elected council members is to,

- approve the Development Plan for the Council area and make changes;
- approve a scheme of letting priorities for local authority housing;
- approve and adopt the annual budget;
- make, amending and revoking bye-laws; and
- approve and borrowing to be made by the Council.

The elected Council makes its decisions by passing ‘resolutions’ at our monthly council meetings. The monthly full Council meetings for the elected members of *Kilkenny County Council* usually take place on the Third *Monday* of every month.

What are Strategic Policy Committees?

The elected members of *Kilkenny County Council* carry out a number of their duties through participation in Area Committees and Strategic Policy Committees (SPCs). In

Kilkenny County Council there are 5 Area Committees covering the following geographical areas :-

Kilkenny

Ballyragget

Callan

Thomastown

Piltown

There are 5 SPCs in *Kilkenny County Council* :-

SPC 1 – Forward Planning and Development Policy

SPC 2 – Infrastructure, Transportation, Water Services and other

SPC 3 – Environmental Policy including Fire Services and Emergency Planning

SPC 4 – Housing Policy

SPC5-Community and Social Policy ,Arts,Culture,Heritage,Tourism,Education

Each of the SPCs is comprised of elected members and representatives drawn from sectoral groups. A Director of Services and some of the staff in their Directorate support the work of each SPC.

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

What is the Corporate Policy Group?

The Chairs of each of the SPCs along with the Cathairleach and *County Manager* form the Corporate Policy Group (CPG). The role of the CPG is to debate and agree on policy positions submitted by each of the SPCs before deciding whether to submit them to the full Council meeting for endorsement.

A number of other separate Committees also exist within *Kilkenny County Council* as follows :-

IAP Monitoring Committee

Dunmore Landfill Consultative Committee

Kilkenny Tourism

Rural Water Monitoring Committee

Goul Joint Drainage Committee

Traveller Accommodation Con. Committee

County Enterprise Board

South East Regional Authority

South East Regional Assembly

Vocational Education Committee

Water Safety Committee etc.

Full details of the work of these other Committees can be found by accessing the *Kilkenny County Council* website, www.kilkennycoco.ie.....

Day-to-day work of *Kilkenny County Council*

The day-to-day work of *Kilkenny County Council* is carried out by the *County Manager* and his staff. They are responsible for,

- the day to day administration of *Kilkenny County Council*; and
- the provision of services to the public in County Kilkenny.

The functions carried out by the *County Manager* are called ‘executive functions’. These functions include,

- the granting or refusal of planning permission.
- the renting of local authority homes.
- the management of staff.

The *County Manager* notifies the public of their decisions by means of a written Managers Order. When making decisions they must act in a way that is consistent with the policy framework that has been established by the elected members and they must take into account the wishes of the elected members.

Kilkenny County Council divides its work into the 8 different programme areas that are common to all local authorities,

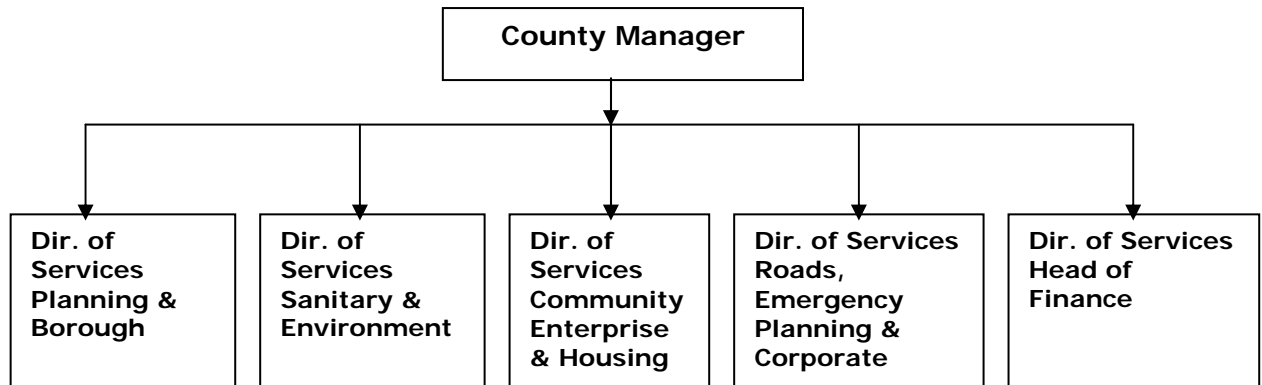
1. Housing and Building
2. Roads, Transportation and Safety
3. Water Supply and Sewerage

4. Development Incentives and Controls
5. Environmental Protection
6. Recreation and Amenity
7. Education, Health & Welfare
8. Miscellaneous Services/Corporate Affairs

In *Kilkenny County Council* the provision of services across these eight operational areas are managed by 5 Directors of Services. Each of the 5 Director of Services manages the operations of a directorate. The 5 directorates in *Kilkenny County Council* are as follows,

1. *Planning and the Borough*
2. *Sanitary and Environment*
3. *Community and Enterprise and Housing*
4. *Roads, Emergency Planning and Corporate*
5. *Head of Finance*

Kilkenny County Council is structured as follows:-



What information does *Kilkenny County Council* keep on record?

We maintain a wide variety of records in a number of different formats.

Within the local government sector a record is defined as,

Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such an activity

This definition is drawn from the ***National Retention Policy for Local Authority Records in Ireland***. This policy was produced by the Local Government Management Services Board (LGMSB) in 2002. You can get a copy from the from the Local Government Management Services Board (LGMSB) on CD for a once off fee of €40 per CD.

Examples of the types of records created or held by *Kilkenny County Council* can include,

- minutes of meetings;
- letters received or sent;
- notes of telephone conversations;
- post-it notes;
- maps;
- drawings,
- papers and files;
- photographs;
- films;

- micro-films and micrographic records;
- sound recordings;
- pictorial records;
- magnetic tapes;
- magnetic discs;
- optical or video discs;
- other machine readable records;
- electronically generated and maintained databases;
- excel spreadsheets;
- e-mails; and
- GIS systems, etc.

Section 80 of the Local Government Act 2001 also states that any such copies made of records either made or received will also be treated as records.

Kilkenny County Council adheres to the *National Retention Policy for Local Authority Records in Ireland*. This policy document outlines how records should be organised and provides a schedule detailing how long records should be retained for. For the purposes of the schedule records are treated as having a three stage life cycle:

1. **Current records** are stored within the office of *Kilkenny County Council* and are frequently required by staff in order to do their job.
2. Records become **non-current** when we need to refer to them occasionally or to meet legal or financial obligations.
3. **Archive/Dispose phase** – this is the stage when we no longer need the records. We either archive or destroy the records depending on the guidance given in the National Records Retention Policy.

There is a more detailed description of the records held by each department and sections in the later chapter of this manual dealing with the activities and services provided by *Kilkenny County Council*.

How do I access records held by Kilkenny County Council?

We make a wide range of information about our activities and services available to the public without asking them to make a Freedom of Information request.

Information that *Kilkenny County Council* makes available to the public

The public is able to obtain the following information without having to make a formal request using the Freedom of Information Acts or any other piece of legislation.

- information about our functions, activities and schemes;
- a number of our publications; and
- documents published on our website

Information Available under Other Legislation

The public can access a range of information under other legislation, for example, the right to view a planning file under the Planning and Development Acts. These rights will remain unchanged and such information is excluded from the provisions of the Freedom of Information Acts

Freedom of Information Acts 1997 – 2003

The Freedom of Information Acts 1997 – 2003 allow people access to information held by public bodies which is not available as a matter of routine or under other legislation.

Before you ask us for information under the Freedom of Information Acts please contact us to find out if the information is already available from us free of charge.

Some information is not immediately available under the Freedom of Information Acts. It may be restricted by certain exemptions or involve specific procedures and time limits.

Freedom of Information Acts – General Outline

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

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

- *everyone is entitled to access information held by public bodies*
- *everyone is entitled to have official information about them changed when it is incomplete, incorrect or misleading; and*
- *everyone is entitled to find out the reasons why decisions were made that affect themselves.*

The Act says people have the right to gain access to official information to the greatest extent possible, consistent with;

- the public interest; and
- the right to privacy of individual.

In particular people have the right to access,

- *all local authority records created since October 21, 1998 which are not routinely available through other sources;*
- *records created before April 21st, 1998 that are non-personal in nature and as may be needed to understand records created after the 1997 Act was put in place;*
- *personal records about themselves no matter when they were created; and*
- *in the case of local authority staff members personnel records created since April 21st, 1998*

The Freedom of Information (Amendment) Act 2003 came into effect on April 11, 2003. This Act introduced a number of important amendments to the 1997 Act notably in relation to;

- Section 19 (General Records);
- Section 20 (Deliberations of Public Bodies);
- Section 24 (Security, Defence and International Relations); and
- Section 47 (Fees).

How to ask for information from *Kilkenny County Council* using the Freedom of Information (FoI) Act?

1. You must ask for information in writing: either by post, email or fax. Your requests should be addressed to;
James Gibbons,
Freedom of Information Officer,
Kilkenny County Council,
County Hall,
John Street,
Kilkenny
Tel : 056 7794115
Fax : 056 7794004
Email ; james.gibbons@kilkennycoco.ie
2. You must specify that you are asking for the information under the Freedom of Information Acts.
3. You must identify the records that you are looking for. Your request should give us enough information so that we can clearly identify the records you are looking for. This will reduce the possibility of delays.
4. You must include the appropriate fee with your request (*see Fees Associated with FoI requests – page 24*)
5. You must state in what format you would like the records. For example, do you want them as photocopies, do you want to come in and view the originals or get copies of them on computer discs?

How can the public get information held on record changed?

Under the Freedom of Information Acts a member of the public can ask for records held by public bodies to be changed when they contain personal information about them that is:

- incomplete;
- incorrect; or
- misleading.

If you want us to change personal information about you that is being held on our records you must:

- apply to us in writing;
- specify the record concerned;
- specify the change that you want made ;
- send us information that shows how the record concerned is incomplete, incorrect or misleading

If after this we agree to change a record that contains personal information about yourself we may do one of the following:

- alter the record so as to make it complete, correct or not misleading; or
- add to the record a statement stating why we are satisfied that the information is incomplete, incorrect or misleading; or
- delete the information from the record

How do I find out why decisions were made?

Under the Freedom of Information Acts anyone who has a ‘material interest’, (i.e.) anyone who is directly affected, by something *Kilkenny County Council* does has the right to have the reasons why explained to them.

If you are applying for just such a statement of why a decision was taken by Kilkenny County Council, you must:

- put the request in writing;
- show that you are affected by the action we have taken; and
- show that you have a material interest in what was done.

Can we refuse to give you information under the FoI Acts?

Under the Freedom of Information Acts we may refuse to give you access to a record for specific 'administrative grounds' or if the record is an exempt record

Administrative grounds for refusing requests

Administrative reasons why your request may be refused include:

- the record does not exist or cannot be found;
- your request is not detailed enough to enable us to identify the record;
- there is too large a quantity of records involved;
- the law requires that the record must be published and it is intended to publish the record within 12 weeks;
- the request is considered frivolous, that is, made for a less than serious reason;
- the request is considered vexatious, that is, designed to annoy or irritate;
- the request is part of a pattern of obviously unreasonable requests from the same person or group of people acting together; or
- the required fee or deposit has not been paid

Exempt Records

We may refuse to give you access to a record on the basis that it is exempt from the provisions of the Freedom of Information Acts. Examples of exempt records include records relating to:

- the deliberative process of a public body;
- investigations, inquiries or negotiations of public bodies;
- court proceedings;
- security, defence and international relations;
- law enforcement;
- information obtained in confidence;
- commercially sensitive information; and
- personal information about someone other than the person looking for the information (a 'third party').

Can I appeal a FOI Decision made by *Kilkenny County Council*?

Under the Freedom of Information Act, if we decide to fully refuse or partially refuse your request for information you can use the comprehensive appeals system to challenge our decision.

Internal appeal

The first step of the appeals procedure is to seek a review of the original decision we have made by somebody more senior within *Kilkenny County Council*. This more senior staff member is called the Internal Reviewer and this first step is called an 'internal appeal'. Requests for internal appeals must be made within 4 weeks of our original decision.

We will internally review your appeal if it relates to our decision:

1. to refuse all or part of a request;
2. to defer access to records prepared solely for the Oireachtas;
3. to grant access in a form other than that requested;
4. to delete certain exempt material from a record;
5. to refuse to correct personal information, which you believe to be incomplete, incorrect or misleading;
6. to your right to obtain reasons for why we made decisions that affect you; and
7. about the charging of a fee or deposit.

If you have not received a reply from us within 4 weeks of you making your original request it will be treated the same as if we refused your request. and allows you to proceed to internal review.

Requests for internal review should be submitted in writing to:

John Mulholland,
Director of Service,
Kilkenny County Council,
County Hall,
John Street,
Kilkenny

We must review our original decision within three weeks of receiving your request for an internal review. Under the Act if we fail to complete the internal review within this time we have in effect turned down your appeal and you may now appeal the decision to the Information Commissioner.

Appeal to the Information Commissioner

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

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

Tel; 01 678 56 89

Fax: 01 639 56 84

E-mail:foi@ombudsman.gov.ie

Exceptions

You may appeal some of our original decisions directly to the Information Commissioner without an internal review of the original decision. The exceptions to the internal review process are very limited and are detailed below.

1. When the initial decisions was made by the *County Manager*, in person. As such decisions have been made by the Head of Kilkenny County Council in

person there is no more senior staff person within our organisation that can internally review that decision.

2. If we defer your access to records for a specific period.
3. If we decide to extend the period of time to process your request.
4. If we decide that it is in the public interest to make certain records available that would otherwise be subject to the exempt provisions of the Act.

If we decide to refuse access to the records you have requested or to impose a fee we will send you information about how to appeal our decision.

Is there a fee for getting information under the FoI Acts?

There are two types of charges that apply under the FOI Act(s):

1. Fees for a record or a review of a decision

- There is no fee for requesting records that only contains personal information about yourself.
- A fee of €15 must accompany your request for any records that contain more than just your own personal information. A reduced fee of €10 applies in relation to such requests if you are covered by a medical card.
- A fee of €75 must accompany most applications for internal review of a decision made by us. A reduced fee of €25 applies if you are covered by a medical card.
- There is no fee for internal review applications if the original records requested contain only your own personal information or if you wish for a review of the decision to impose a fee or deposit.
- A standard fee of €150 (€50 for medical card holders) must accompany all requests for a review by the Information Commissioner for records relating to non-personal information.

2. Fees and deposits for the search, retrieval and copying of records.

The FoI Act allows us to charge you for the time spent finding records and for any photocopying costs incurred by in providing the material requested. It is unlikely that we will charge any fees in relation to personal records, except where a large number of records are involved.

Fees for search, retrieval and coping of records are set by the department of Finance and are currently at the following levels:

- €20.95 per hour spent searching for information;
- €0.04 per sheet for a photocopy;

- €0.51 for a 3 and half inch computer diskette;
- €0.16 for a CD-ROM.

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

Reduced Fees and Waivers

We will not charge fees for the search, retrieval and copying of records if the cost of collecting that fee would be greater than the fee itself. In practice this means that we will waive any fees of less than €10.

Where the information in the record would be of particular assistance to the understanding of an issue of national importance we may waive or reduce the search, retrieval and copying fee and the deposit.

What is our policy on confidentiality?

We will treat any information given to us as confidential when it is clearly given to us in confidence by people or organisations. This is subject to our obligations under law, including the Freedom of Information Acts 1997 and 2003.

If you consider the information you give us to be sensitive or confidential and you want it to remain undisclosed you must tell us when you first give us this information. You should also explain to us why you consider the information to be sensitive or why you wish it to be considered confidential. Then, if someone asks for this information in a Freedom of Information request, we will consult you before we decide whether or not to grant that request.

What are our rules, practices, procedures and guidelines?

In accordance with Section 16 of the FoI Act 1997 *Kilkenny County Council* has prepared a manual that sets down our rules, procedures, practises and guidelines for making certain decisions that affect the rights and privileges of members of the public.

All our directorates are subject to a wide range of rules, policies, procedures, guidelines, bye-laws, EU Directives, court decisions and national legislation. The Section 16 manual identifies the specific policies, guidelines and legislation etc that informs the decision making of each directorate.

Please read this section of the Section 15 manual together with the Section 16 manual mentioned above. If you want a copy of the Section 16 manual please use the contact details given on page six of this manual.

What is the role of *Kilkenny County Council* and what services do we provide?

In order to help you understand better what each directorate of *Kilkenny County Council* does we have provided details of :-

- the structure of each directorate;
- the responsibilities of each directorate;
- the services each directorate provides;
- the records each directorate is likely to hold; and
- the relevant contact details and telephone numbers for each directorate.

DIRECTORATE 1 - PLANNING AND THE BOROUGH

The overall objective is to implement the provisions of the Planning Acts and provide appropriate support measures in order to promote the physical, social and economical well being of the County in the interest of the common good.

PLANNING SERVICES

Planning Control

Subject to a number of exemptions, planning permission is required from the Council before undertaking any development in its area. The Council displays weekly lists of planning applications at the County Hall and the Library Headquarters. Any person can see a copy of an application and make written submissions or observations to the Council on any planning aspect of it. These must be considered by the planning authority when determining the application.

In dealing with applications, the planning authority is restricted to considering the proper planning and development of the area. Regard must also be had to the relevant development plans. Projects which are likely to have significant effects on the environment must be subjected to an assessment of such effects.

All documents received from the applicant by the planning authority in respect of a planning application are available for inspection by the public within three days of receipt. Technical reports prepared by or on behalf of the authority are available for inspection by the public from the date of decision. Copies of all or part of any document, other than a plan or other drawing or map or a photograph, are available for purchase.

Pre-planning Enquiries

Any person can contact the Planning Section for advice and guidance before making a planning application. A formal pre-planning process, involving weekly planning clinics in the area offices, group clinics are available for one off houses and one to one meetings, are in place for large developments. The larger the development, the greater is the need for prior consultation.

Planning Appeals

Any person can appeal against a local decision on a planning application to An Bord Pleanála, 64 Marlborough Street, Dublin 1. The appropriate fee must accompany each appeal.

Legal proceedings challenging the validity of a decision must be made by way of judicial review within two months of the date on which a decision is given.

Planning Enforcement

The planning authority has wide enforcement powers to ensure development is carried out in conformity with planning permission. It can also halt and rectify unauthorised development.

- Warning Notice
- Enforcement Notice
- Court Injunction
- Legal Action for breach of planning laws

Compensation

In exceptional circumstances, compensation is payable by the planning authority for a reduction in land value resulting from a refusal of planning permission or a grant of permission subject to conditions. Also, compensation may be payable to an occupier of land for any damage to his trade or business occasioned by planning restriction. Claims for compensation must normally be made within six months of the decision.

Local Authority Developments

There is a procedure for public notice and consultation in the case of developments proposed by local authorities.

Development Plans

The Council is obliged to make a development plan and review the plan at least every six years. The plan consists of a written statement and a map or series of maps. It sets out the land use, amenity and development objectives and policies of the Planning Authority.

The Planning Authority must give notice, not later than 4 years after the making of a development plan, of its intention to review its existing plan and to prepare a new development plan. Any person may make submissions or observations regarding the review of the existing plan and preparation of the new plan within a specified time which shall not be less than 8 weeks from the date of notice.

Following consideration of the proposals received, the Planning Authority must prepare a draft development plan which is put on public display for a period of not less than 10 weeks. Any person can make submissions regarding the development plan. All comments are taken into consideration. If the draft is then materially altered, the amendments go on further public display for a period of at least 4 weeks during which time fresh public comment may be made on these amendments. Following consideration of any new comments, the plan is formally adopted.

Taking in Charge

A new Protocol to deal with the Taking in Charge of housing estates by the Council was developed and commenced in 2005 and will continue to be developed and utilised for future requests under the Taking in Charge process.

All relevant planning applications are now subject to the new protocol and it is a standard condition of planning permission.

Licence for Advertising Sign / Scaffolding or Hoarding Permit

Under planning legislation, a licence is required to erect, construct, place and maintain any structure on a public road. Any person may appeal to An Bord Pleanála in relation to the granting, refusing, withdrawing or continuing of a licence or the conditions of a licence.

Licence for Events and Funfairs.

Under planning legislation a licence is required to hold a public performance which takes place in the open air and is comprised of music displays of public entertainment etc. or funfair where fairground equipment is used.

DEVELOPMENT

The functions of the County Development office include:-

- The management of projects undertaken with the assistance of EU funds;
- Considering methods of funding increased operating costs arising from E.U. financed capital projects and from new E.U. Directives;
- Assisting the Council to act as a catalyst for the socio-economic development of the County, in conjunction with other development agencies;
- Supporting industrial and commercial developments through infrastructural improvements, allocation of direct grants (e.g. for advance factory construction), site acquisition and co-operation with relevant State agencies, such as I.D.A. and Forbairt;
- Pursuing the integration of Council activities with those of other local development agencies, including W.O.R.D., County Enterprise Board, Partnership Companies and the County Development Board;
- Initiating and supporting efforts to secure investment for capital projects from E.U. Programmes, State Departments and private sources;
- Preparing effectively for a possible downturn in E.U. funding.
- Increasing the prospects of privately funded infrastructure, in order to improve the social fabric of towns and villages;

- Implementation of the recommendations of the Rural Development Policy Advisory Group, in providing employment opportunities and access to a comprehensive range of services to rural dwellers;
- Development of relations with the Leaders of the European Regions on environmental issues;

CLASSES OF RECORDS

The classes of records held by the Planning Section and County Development office are as follows:-

Personal Information

- Pre-planning enquiries;
- Complaints in relation to alleged unauthorised developments;
- Files on Warning Notices;
- Files on Enforcement Notices;
- Insurance records of planning agents;
- Enquiries relating to economic/cultural development;
- Correspondence from the public.

Administration

The Sections hold files on:

- Planning applications
- Review and variation of development plans.
- Tax Designated Areas, Urban Renewal Schemes, Industrial Sites, Tourism Projects, E.U. Programmes.
- Financial records, statistics, internal administration and miscellaneous correspondence.

INFORMATION AVAILABLE

Details of statutory plans etc. and leaflets relevant to Planning Section are set out below :-

Planning

Kilkenny County Development Plan Volumes 1 & 2

Kilkenny City & Environs Development Plan

Western Environs Local Area Plan (Kilkenny City)

Kilkenny City Centre Local Area Plan

Local Area Plans for Ballyhale, Ballyragget, Fiddown, Freshford, Goresbridge, Gowran, Inistioge, Kells, Knocktopher, Mooncoin, Mullinavat, New Ross (Environs), Piltown, Slieverue, Stoneyford, Urlingford.

Local Area Plans for other villages in the County (preparation stage)

Development Contribution Scheme

Planning Register

Register of Warning Notices
Register of Enforcement Notices
Register of Interests

DOELG

A Guide to Planning Permission PL.1
Making a Planning Application PL.2
Commenting on a Planning Application PL.3
Building a House – the Planning Issues PL.4
Doing Work around the House – The Planning Issues PL.5
Agriculture and Farm Development – The Planning Issues PL.6
Planning for the Business Person PL.7
The Development Plan PL.8
Environmental Impact Assessment PL.9
Making a Planning Appeal PL.10
Guide to the Building Control System PL11
A Guide to Architectural Heritage PL12

Further information can be requested from:-

Planning Section, **County Hall, John Street, Kilkenny.**
Phone (056)7794010
Email address planning@kilkennycoco.ie
Council' Website www.kilkennycoco.ie
County Development Office, **County Hall, John Street Kilkenny.**
Phone (056) 7794120.
Opening Hours 9.00a.m. to 4.00p.m.Monday to Friday.

Kilkenny Borough Council

The services provided by Kilkenny Borough Council is managed by this Directorate.They publish their own Section 15 and Section 16 Manuals which can be purchased or downloaded from www.kilkennycity.ie

DIRECTORATE 2 - SANITARY AND ENVIRONMENT

Kilkenny County Council aims -

- To provide a high quality water supply throughout the County;
- To provide efficient systems for collection and treatment of sewage and other waste waters;
- To ensure that the sanitary infrastructure will protect and enhance the environment.

Public Water Supply and Sewerage Schemes Kilkenny County Council is responsible for the provision and maintenance of 15 public water supply schemes and 14 public sewerage schemes in its area.

Plans for new schemes and the upgrading of existing schemes are implemented on a phased basis as funding becomes available. Consultants are engaged to design major schemes and the work is carried out by contract. The maintenance of the schemes is carried out by Council staff.

Under an EU Directive known as the Waste Water Directive, local authorities must treat waste water to a certain standard. The Council has embodied the objectives set by the Directive in its sanitary improvement schemes throughout the County.

Drinking Water Quality Water Services authorities are now required to ensure that all drinking water meets stringent quality standards in respect of a series of physical, chemical, toxic and microbiological parameters. Testing is carried out systematically by Kilkenny County Council with the assistance of independent external accredited laboratories to ensure a pure and safe supply of water. The Council has prepared an action plan, which includes a regime for the prevention of contamination of drinking water supplies and response procedures to deal with possible contamination of supplies.

Fluoridation of Water Supplies There is an obligation to add a minute proportion of fluorine to public piped water supplies. The object is to combat tooth decay. The cost is borne by the South Eastern Health Board.

Public Conveniences The Council maintains 6 public conveniences throughout the County.

Water and Sewerage Connections Any person wishing to connect premises to the Council's watermains or sewerage system must apply for permission. An application

form should be completed and returned to the relevant Area Office. The cost is notified to the applicant on receipt of application.

WATER CHARGES

The Council charges for the supply of water for purposes other than domestic. The charge may be a fixed amount or based on the quantity of water used.

Payments may be made in any of the following ways:-

- **At the Receipts Office, County Hall, Kilkenny during office hours.**
- **Directly to the Revenue Collector.**

Non-payment of water charges may lead to legal action for recovery of the amount due and to disconnection of the supply.

Assistance for Group Water and Sewerage Schemes A group of two or more householders can get together to provide themselves with a water supply or sewerage facilities where no such supply or facilities already exist. Grants are available from the Council for group schemes. The Council also assists with the design and supervision of these schemes.

Subsidy Towards Operational Costs of Group Water Schemes An annual subsidy is payable by the Council to group water schemes towards the operational costs of supplying water for domestic use. It is payable in the case of schemes supplied from both private and local authority sources.

Grant for Private Individual Water Supply A grant is available from the Council to assist with the provision or upgrading of a water supply in the case of a house, which has not access to either the public water supply or a group scheme, which is over 7 years old. Other conditions also apply and are set out in the explanatory memorandum, which is available from the Water Services Office or any of the Area Offices. .

Nuisances (Public Health) The Water Services Authority, if satisfied a Public Health Nuisance exists can serve Notices. If a person on whom a notice is served does not comply with the notice, the authority may apply to the District Court for a Court Order. **An appeal may be made to the Circuit Court against the order of the District Court.** If the Court Order is not obeyed, the

Water Services authority can enter the premises, carry out the necessary works and recover the expenses of so doing from the person..

Temporary Dwellings - Prohibition Order The water services authority may prohibit the erection or retention of temporary dwellings on any land or water in its area.

Notice of the making of a Prohibition Order must be published. A person aggrieved by such an order may apply within fourteen days from its publication to the Minister for the Environment Heritage and Local Government for an annulment of the order. The Minister may annul the order or confirm it, with or without variation/s.

Once the Order comes into force, the authority must publish the fact.

INFORMATION AVAILABLE

Further information on water services can be requested from:-

Water Services Section, County Hall, Kilkenny. Phone (056) 7794050.

Information Available; A list of Council and other publications and DOELG leaflets relevant to the Water Services Department is included in Appendix 3. In addition, the Council's FOI Section 16 Reference Book contains further information regarding the rules and practices relevant to the Sanitary Services Department.

The classes of records held by the Water Services Department are as follows;

Contracts for the provision and maintenance of schemes. Negotiations regarding Wayleaves/Water Abstractions Individual/group applications for Grants Schemes Individual/group applications for water and sewerage connections.

Complaints/Investigations regarding Public Health nuisances Water quality monitoring results. Lists of suppliers and terms of service Correspondence from the public Files re Local Authority Water Charge Accounting system/Sanitary Services legislation. Consumer information in relation to water charges and water consumption. Plan for protection of Water Supplies- sets out the Councils planned response to incidents that threaten the public water supply and gives details of all schemes and contact staff.

Explanatory memorandum on Grants for provision or necessary improvement of an individual water supply to a house. Details of Grants available in respect of Group Schemes. Details of Water Abstraction Orders. Conditions and fees for water and sewerage connections. Operational details in relation to schemes e.g. maps of pipe works. Legislation /Guidelines in relation to Sanitary Services functions Financial records in relation to the operation of water and sewerage schemes

Administration; The Water Services Department also holds files on a range of administrative issues including files on financial matters, statistics, miscellaneous correspondence and internal administration files including instructions and guidance to staff.

ENVIRONMENT

WASTE MANAGEMENT

The Environment Section is responsible for Waste Management in the County. South Tipperary County Council is the lead authority for the implementation of the Joint Waste Management Plan for the South East Region which also consists of Carlow County Council, Kilkenny County Council, Waterford City Council, Waterford County Council and Wexford County Council.

The Environment Section is responsible for issuing and monitoring waste facility permits to private operators.

The Council operates a landfill at Dunmore. Opening hours are as follows:

Mon – Fri: 8:00am – 4:30pm

Sat: 8:00am – 12 noon sharp.

The facility is closed on Sundays and bank holidays.

All waste for disposal is charged per tonne. Details of charges are available on request. Additional charges are applicable for waste to be buried.

A Register of Waste Activities is maintained by the Environment Section.

Refuse Collection

Waste presentation bye-laws have been made for Kilkenny County and Borough Councils.

The refuse collection service in the County is privatised. All waste collectors provide a two bin kerbside collection. Kilkenny County Council is the nominated authority for the administration of waste collection permits in the South East Region, which also consists of Carlow County Council, South Tipperary County Council, Waterford City Council, Waterford County Council and Wexford County Council.

Recycling

A full service recycling centre is provided and operated by the Council at Dunmore.

Opening hours: Mon – Fri: 8:00am – 4:30pm

Sat: 8:00am – 12 noon sharp.

The waste accepted at the facility includes; glass, cans, paper, cardboard, tetra pak, plastics, timber, metal, batteries, oils, clothes, books & CDs, household hazardous waste, oil filters, household WEEE.

A charge per car applies (WEEE is accepted free of charge). Trailers / horseboxes are charged by weight.

A site has been identified for a similar facility to serve the south of the County at Grannagh.

The Council operates 40 bring banks for glass and cans throughout the County.

A Christmas tree recycling service is provided every January.

Environmental Awareness

The Council supplies home composting units at a discounted price of €25 each (€12.50 for OAPs). The Council also supplies water butts at a cost of €35 (€20 for OAPs).

The Council is an active partner in the Green Schools programme. The Environment Section administers a number of grant schemes including; Anti- Litter Awareness Grants, Environmental Partnership Fund Grants and the Adopt a Bottle Bank Scheme.

The Environment Section co-ordinates activities county-wide for National Recycling Week, National Spring Clean, Energy Awareness Week and Car Free Day.

LITTER MANAGEMENT

Kilkenny Local Authorities have made a Litter Management Plan 2007 – 2010 which sets out the strategy for managing litter in the County over the next 3 years.

Street Cleansing

The four scheduled towns of Callan, Castlecomer, Graiguenamanagh and Thomastown are provided with a full time environmental caretaker and ride-on street sweeper. Other towns and villages are provided with a contracted street sweeping service.

WASTE ENFORCEMENT

The Environment Section is responsible for enforcement of all regulations arising from the Waste Management Acts including Waste Facility Permits, Waste Collection Permits, Packaging Regulations, WEEE Regulations, ELV Regulations, Tyres Regulations, Plastic Bag Levy, etc.

Litter Warden Service

A Litter Warden service is provided to implement the Litter Pollution Act and raise awareness of the general problems caused by litter. The Environment section arranges for the removal of abandoned vehicles under the Litter Management Act.

Complaints Register

The Environment Section operates an Environmental complaint system whereby any complaint received on environmental issues is logged and investigated by an Environmental Enforcement Officer.

Access to Information on the Environment

The Environment Section acts as administrator for the purposes of this legislation.

WATER QUALITY

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

Laboratory

The Environment Section operates its own laboratory at Hebron Road offices. It provides a scientific analysis service for the Council. It contributes to the Council's monitoring programme for rivers, waste-water treatment plants, discharge licences and pollution incidents.

River Lifeguard Service

Lifeguards are employed every summer to patrol traditional swimming areas in Kilkenny City and County.

The areas covered include The Weir, Bishopsmeadows, Inistioge and Thomastown on the River Nore and Graiguenamanagh on the River Barrow.

Noise Pollution

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

Air Pollution

The Environment Section is responsible for the implementation of various regulations made under the Air Pollution Act 1987. It is responsible for licensing of certain premises under the Air Pollution Act. It also investigates pollution incidents. It is responsible for Solvents Regulations.

VETERINARY SERVICES

A full time Veterinary Officer fulfils the service contract between FSAI and Kilkenny County Council. Duties include the supervision of slaughter houses and small meat manufacturing plants, inspection of liquid milk producers and investigation of incidents of sheep scab. The Veterinary Service liaises with the Dog Warden Service and other agencies such as DAF and HSE on relevant issues such as Zoonoses, animal disease and animal by-products.

Control of Horses

Kilkenny County Council has made bye laws under the Control of Horses Act, 1996. The bye laws are generally concerned with the control of horses in public areas. Horses that are not exempt from the bye laws are required to have an annual licence, be micro-chipped, etc. The licensing is enforced by Environment personnel with the impounding of horses contracted to a private company. A Register is maintained of all horse licences issued.

Control of Dogs

Under the Control of Dogs Acts, 1986 & 1992 all dogs other than those used wholly for official duties by the Gardaí, Defence forces or the Custom and Excise Service must be licensed. Section 2 of the Act makes it an offence for a person to keep a dog unless he/she holds a licence for that dog or a general licence covering any number of dogs at specified premises. An Post issues the dog licences on behalf of Kilkenny County Council.

The operation of the Dog Warden Service and Dog Pound Service is carried out by the ISPCA on behalf of Kilkenny City Council. A dog shelter is provided jointly with Carlow County Council at Garryduff, Paulstown. The opening hours are as follows:

Mon, Wed, Thurs, Fri: 10:00am – 1:00pm

Sat: 10:00am – 12 noon.

The dog shelter is closed to the public on Sundays and Tuesdays.

Phone: (059) 972-6785

Burial Grounds

Kilkenny County Council operates 13 active burial grounds throughout the County. Plots are for sale through the burial ground caretakers. The Environment Section also has responsibility for approximately 100 inactive burial grounds.

Under the Local Government Act 1994, exhumation licences are issued by Kilkenny County Council. Historic Graveyard Grants are available annually to local communities to assist in managing graveyards in their areas

Casual Trading

The Environment Section is responsible for the allocation and control of Casual Trading licences. Under the Casual Trading Act 1995, bye-laws have been made in County Kilkenny. These contain details of designated areas and the fees applicable in each case.

Casual Trading Event licences are issued for the sale of goods such as hot food, hats, flags, etc. in association with special events e.g. sports, concerts, St. Patrick's Day etc. The fees in these cases are per day. The locations permitted are in the vicinity of the event only.

Temporary Signage

Kilkenny County Council operates a temporary signage policy. Applications for temporary signage for events shall be made at least 3 weeks prior to the event to the relevant Area Office. Signage for commercial purposes requires planning permission.

PARKS SECTION

The Parks Section is responsible for the development and management of all the County Council's parks and playgrounds including Woodstock Gardens, Nore Riverside Park, Garringreen Park, Newpark Fen. It also has responsibility for a number of active recreational facilities such as playing pitches, including all-weather multi-use games areas (MUGAs).

The Parks Section is involved in the design and construction of new parks and open spaces and makes recommendations on the landscaping aspects of planning applications, afforestation applications and felling licences. It is also involved in the development of walking and cycling routes throughout the County.

The Section provides a landscape advisory service to residents' associations, schools and various environmental groups and also advises on the planting and maintenance of roadside trees, and the design of open spaces associated with Civic Buildings.

Amenity Grants

Kilkenny County Council operates an annual Amenity Grants scheme. The scheme is available to assist local communities with funding to develop and maintain amenities in their own areas.

Trees

The Section participates in National Tree Week every March. Some years, trees are made available to community groups and in other years information on tree management is provided. The Section also assesses trees for Tree Preservation Order requirements.

DIRECTORATE 3 - COMMUNITY AND ENTERPRISE AND HOUSING

Community and Enterprise

The office of Community and Enterprise is located within the offices of Kilkenny County Council and has responsibility for a number of functions including

- Supporting the work of Kilkenny County Development Board and its sub structures.
- Supporting Social Inclusion and Anti-poverty work both within the Local Authority and at interagency level
- The RAPID programme
- Supporting Community Fora structures with County Kilkenny.

The office also has an active involvement in the Local Authorities activities under Arts, Culture, Heritage, Tourism, Education and Sport

Overall Mission of the County Development Board

“To empower the Kilkenny Community to take more control over the issues that impact on their daily lives and to recognise the positive mutual dependency and synergy between County and City”

Kilkenny County Development Board

The office of Community and Enterprise was specifically established as the main support body for Kilkenny County Development Board (CDB)

Kilkenny CDB is the body responsible, as part of a national government initiative, for improving integration and co-ordination of activity between statutory and non-statutory agencies within the county. Thirty representatives from local government, local development agencies, the state agencies (operating locally) and the social partners (including voluntary/community sector) participate on the Board of Kilkenny CDB.

The Kilkenny CDB Strategy for Economic Social and Cultural Development 2001 – 2012 is a comprehensive ten year strategy. The strategy provides an overall framework for the development, co-ordination, integration and delivery of public services in County Kilkenny through the implementation of a number of identified actions. The main focus of the work of the Kilkenny CDB has, through these actions concentrated on developing appropriate structures for real co-ordination and integration of service delivery to take place. In 2005 a review was carried out on progress to date following which the Board agreed their key priorities of the next three year cycle. Over the three years, the aim is that these priorities will contribute to an increased strengthening of the effectiveness and efficiency of service provision in Kilkenny.

The section administer the RAPID Programme, (Revitalising Areas by Planning, Investment and Development) this is a government initiative focusing on improving the quality of life and opportunities available to residents of the most disadvantaged communities in Irish cities and towns. In Kilkenny City the areas targeted are Ossory Park, Newpark Close, The Butts, McCauley Place, Bishop Birch Place, St. Mary's and St. Catherine's Halting Sites, O'Loughlin Court, New Orchard, Millennium Court and Loughboy.

More information is available at www.rapidkilkenny.ie

Arts Office:

Kilkenny County Council's Arts Office motivates and inspires enthusiasm for the arts by promoting it as a worthwhile and positive activity for all. Our role includes:

- Developing and coordinating artistic activity within the City and County
- Advising, assisting and supporting persons, groups and organisations
- Working with others to help bring the arts closer to local communities
- Helping to make the arts a realistic career choice for people and
- Broadening and enriching participation both in regard to audiences and those directly involved in events.

We work to promote an awareness and appreciation of the Arts and endeavour to keep it high on people's agenda.

Main contact: Mary Butler, Kilkenny County Arts Officer.

Heritage

The role of the Heritage Officer is to manage the heritage function within the county in a strategic and co-ordinated manner.

The Heritage Officer promotes enhanced levels of awareness, understanding, conservation and preservation by improving the status and perception of heritage within Kilkenny City and County.

The Heritage Officer works in conjunction with the Kilkenny Heritage Forum, drawn from relevant stakeholders around the county. The Kilkenny Heritage Plan is a 5 year plan which outlines how the local authorities in association with its partners, will identify, protect, preserve, conserve and manage the heritage of the county.

Main contact: Dearbhala Ledwidge, Heritage Officer.

Tourism

Kilkenny Tourism's main function is to promote and market Kilkenny as a tourism destination utilising the brand "Kilkenny as a creative Heart of Ireland". Kilkenny Tourism has recently been reviewed and restructured and the new "Kilkenny Tourism" has been formed. The board now allows for greater representation across the broader disciplines of the tourism product that Kilkenny has to offer. Kilkenny Tourism is driven by the industry and supported and administered by the Kilkenny Local Authorities.

Service Contact details

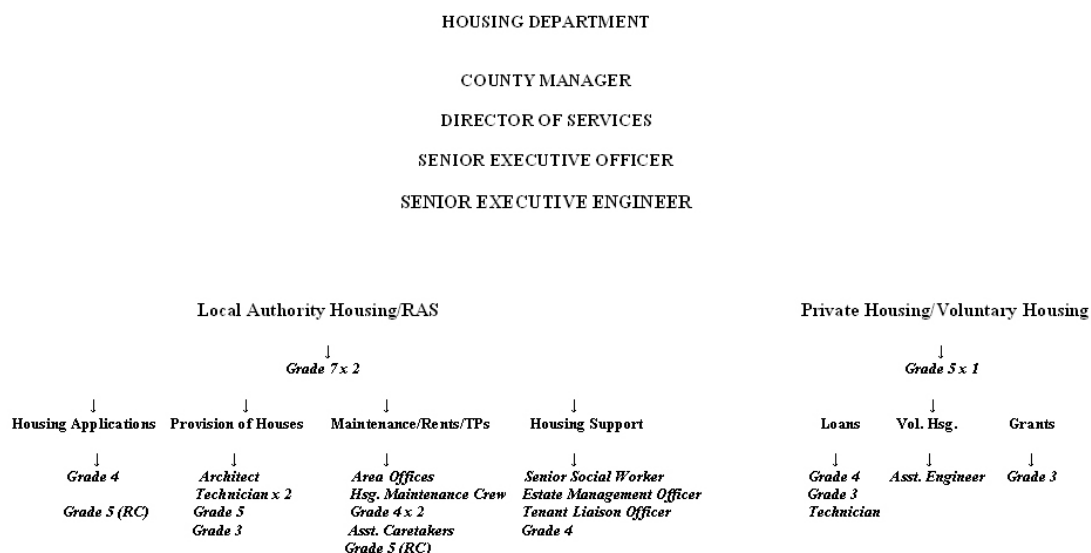
Community & Enterprise	Telephone 056 7794120	e-Mail info@kilkennycdb.ie	Website 056 7794004
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Name	Title	Telephone	e-mail
Tony Walsh	Director of Services	056 7794123	tony.walsh@kilkennycoco.ie
Brid Hynes	CEDO	056 7794122	brid.hynes@kilkennycoco.ie
Lindsey Butler	CEDO	056 7794124	lindsey.butler@kilkennycoco.ie
David Shortall	Administrative Officer	056 7794233	david.shortall@kilkennycoco.ie
Ronan Ryan	RAPID co-ordinator	056 7794125	ronan.ryan@kilkennycoco.ie
Dearbhala Ledwidge	Heritage Officer	056 7794126	dearbhala.ledwidge@kilkennycoco.ie
Lisa Bourke	Tourism Officer	056 7794121	lisa.bourke@kilkennycoco.ie
Maura Hickey	Clerical Officer	056 7794096	maura.hickey@kilkennycoco.ie
Aisling Loughlin	Clerical Officer	056 7794133	aisling.loughlin@kilkennycoco.ie

Arts

Mary Butler	Arts Officer	056 7794137	mary.butler@kilkennycoco.ie
Niam Finn	Arts Administrator	056 7794138	niamh.finn@kilkennycoco.ie

HOUSING



The overall aim of housing policy is to enable every household to have available an affordable dwelling of good quality, suited to its needs, in a good environment, and as far

as possible at a tenure of its choice.

The general strategy for realising the overall policy aim is that those who can afford to do

so should provide housing for themselves, and those unable to do so from their own resources would have access to social housing or income support to rent private housing.

The Council's functions as a housing authority include:-

- Provision, maintenance and management of local authority housing and traveller accommodation;
- Support for the provision of social housing projects by voluntary housing bodies under the Capital Assistance and Rental Subsidy Schemes;
- Facilitating home ownership through all options available- tenant purchase, mortgage allowance, shared ownership, low cost housing sites and house purchase loans for social and affordable housing [voluntary, public and private], as outlined in Departmental housing policy documents.
- Improvement works to privately owned houses in lieu of local authority housing, house improvement loans, housing adaptation grant and grants for older persons.
- Enforcement of rent books, standards and registration of rented houses regulations.

HOUSING SERVICES

Building / Acquisition of Houses

An “Assessment of Housing Needs” is carried out by the Council every three years to establish housing requirements in its area. The number of houses built or acquired in any particular year is in accordance with the Council’s Action Plan for Social and Affordable Housing in conjunction with Department of the Environment, Heritage and Local Government.

The Council’s Architect and in-house design team prepare plans for housing schemes and single rural cottages. The houses are constructed by contract.

Housing Applications

A person may apply to the Council for housing if unable to provide suitable accommodation from own resources. The Housing Liaison Officer assesses housing applications. To assess an application, reports may be required from a doctor and/or social worker. Approved applicants are placed on a waiting list.

As houses become available for letting, approved applicants for housing in the area concerned are listed in order of merit for the purpose of allocating the houses, having regard to the Scheme of Letting Priorities. Each tenant must sign a letting agreement.

Single Rural Cottages

An approved housing applicant, who has a site and is willing to transfer ownership to the Council, may apply to have a house built on the site for his/her occupation. The application will be considered, subject to title being in order and planning permission being granted.

Extensions to Local Authority Houses in lieu of Re-Housing

This is an option under the Social Housing Plan, an alternative to building a new house. The existing house may be refurbished or extended to alleviate overcrowding or to meet the needs of a disabled person.

Improvement Works in lieu of Local Authority Housing

Under this Scheme, the Council may give financial assistance to an approved applicant for housing for the purpose of improving or extending privately owned accommodation, as an alternative to providing local authority housing. A charge in respect of cost of works is registered on the property Folio in Land Registry. The person is required to make weekly payments over a 15 year period, based on the household income and the cost of the works carried out on the house.

Maintenance of Council Houses

The Council’s policy is to maintain the housing stock to a high standard subject to the relevant resources being available.

Requests for repairs are handled in the area offices in

Castlecomer, Newrath, Thomastown Kilkenny and Callan. Urgent and essential repairs are given priority. Under the letting agreement, the tenant is required to maintain the house in good condition and to carry out certain repairs which are the responsibility of the tenant as set out in the Tenancy Information Handbook. A Planned Maintenance Programme is carried out as approved by DOEHLG.

Housing Rent

The tenant of a Council house is charged a weekly rent, calculated in accordance with the Differential Rent Scheme. The rents are revised annually. Payments may be made in any of the following ways:-

- At Receipts (Cash) Office, County Hall, Kilkenny, during office hours;
- By bank standing order/bank giro;
- An Post Household Budget Scheme;
- An Post Billpay;
- Money Advice and Budgeting Service (MABS).

Non-payment of housing rent may lead to legal action for recovery of the amount overdue and ultimately to eviction from the house.

Estate Management

Kilkenny County Council encourages tenant involvement in the management of housing estates. Residents groups have been formed in a number of estates. The Estate Management Liaison Officer meets with these groups regularly to develop residents.

Anti - Social Behaviour

The Council can apply to the District Court for an "Excluding Order" against a person including a joint tenant engaging in anti-social behaviour. A Housing Authority can refuse to let a house, refuse to sell a house under a Tenant Purchase Scheme or refuse an application for consent to sale of a house to a person where the Authority is of the opinion that the person is or has been engaged in anti-social behaviour.

Traveller Accommodation

Applications for housing are received from travellers and assessed in the normal way. The provision of suitable accommodation may involve group housing schemes or halting sites.

Accommodation for Homeless People

Where a person finds him/herself homeless, the Council can organise emergency hostel accommodation on a short term basis, while suitable private rented accommodation is being sought.

Tenant Purchase Scheme

This Scheme allows the tenant of a Council house to buy the house. The purchase price will be the market value as determined by an external valuer less any discounts allowable under the Scheme. If dissatisfied, the tenant may submit an independent valuer's report. In case of dispute, the issue is decided by the Commissioner of Valuation. The tenant must raise the necessary funds from own resources or by means of a bank/building society or local authority loan.

Private Sites

In some instances persons in need of housing may be able to purchase sites from the Council at a reasonable cost in areas where land is available.

Rental Accommodation Scheme – RAS

This Scheme is for people who are receiving rent supplement usually for more than 18 months and who are in need of long term housing. The Scheme will provide additional good quality rented accommodation for eligible persons to enhance the response of local authorities in meeting long term housing need.

Affordable Housing (1999 Scheme and Part V).

The Council facilitates the construction of houses to be sold to eligible applicants at a substantial discount from market values.

Applicants should be:-

Persons in need of housing who meet income limit requirements;

Tenants (minimum of 1 year) of houses provided by approved housing bodies under the Rental Subsidy Scheme, who intend to return their houses to the voluntary housing body; or Tenants and tenant purchasers of local authority houses, who intend to surrender their existing houses to the authority. Allocations are made in accordance with a Scheme of Letting Priorities. Properties acquired under this Scheme are subject to a clawback, if sold within a specified period.

House Purchase / Construction /Improvement Loan

A person who cannot get a loan from a bank, building society or other lending agency, may apply to the Council for a loan -

- to purchase a house or build a house for the first time;
- to carry out necessary structural improvements to an existing house.

Failure to make loan repayments may lead to legal action for recovery of the amount overdue and ultimately to repossession of the house.

Shared Ownership Scheme

This Scheme offers an opportunity to those who cannot afford to purchase outright, to buy a house in stages. Initially, ownership of the house is shared between the Council and the purchaser. The Council's share must be bought out by the purchaser within twenty-five years. A subsidy towards the rent is available for shared owners on low income.

Mortgage Allowance Scheme

Under this Scheme, a subsidy is available to a tenant/tenant purchaser of a local authority house who surrenders the house and borrows in excess of a specified amount to buy or build a private house.

Housing Adaptation Grant

Grant assistance is available towards the cost of works required to adapt a house to meet the needs of a member of the household who is either physically or mentally disabled. The maximum grant payable cannot exceed 90% of the approved cost of the works subject to a maximum. An income limit applies.

Capital Assistance Scheme

Under this Scheme, voluntary housing bodies provide housing for the elderly, disabled persons and/or homeless people. The Council grants approval to the voluntary body and arranges funding for these projects.

Capital Loan and Subsidy Scheme

This Scheme enables voluntary housing bodies to provide family type housing. Projects are financed by way of local authority loans for families who must be approved applicants on the local authority housing list and who satisfy the required income criteria.

National Lottery Grants

Grants are payable towards the cost of provision of communal facilities in new or existing housing projects provided by approved Housing Bodies.

Private Rented Accommodation

Under the Housing (Rent Books) Regulations 1993, and Housing [Standards for Rented Houses]Regulations 1993 the local authority has the power to investigate breaches of the regulations and to prosecute offences, which carry substantial financial penalties.

INFORMATION AVAILABLE

Details of statutory plans etc. and leaflets relevant to this Section are included in Appendix. Further information on housing services can be requested from:-
Housing Section, County Hall, Kilkenny. Phone (056) 7794355
Loans and Grants Section, County Hall Kilkenny Phone [056] 7794360

Further information on maintenance of local authority houses can be requested from:-

Area Office, Castlecomer, Co.Kilkenny. Phone (056) 4440550

Area Office,Kilkenny. Phone (056) 7794290

Area Office,Callan, Co.Kilkenny Phone (056) 7755520

Area Office,Newrath,Co.Kilkenny Phone (051) 831370

Area Office,Thomastown,Co.Kilkenny Phone[056] 7793340

CLASSES OF RECORDS

The classes of records held by the Housing / Loans and Grants Sections are as follows:-

Personal Information

- Housing applications/supporting documentation/relevant reports;
- Letting agreements;
- Individual rent assessments;
- Applications for registration of private rented accommodation from landlords;
- Tenders (building projects);
- Loan and grant applications/supporting documentation/relevant reports;
- Applications from individuals and voluntary housing bodies under various social housing schemes/supporting documentation/relevant reports;

- Mortgage documents;
- Subsidy claims under social housing schemes;
- Records relating to individual rent, annuity and loan accounts;
- Correspondence from the public.

Administration

The Sections hold files on:

- Housing estates, single rural cottages, group housing schemes, halting sites, purchase and sale of land, and various social housing schemes.
- Financial records, statistics, internal administration and miscellaneous correspondence.

LIBRARY SERVICE

Kilkenny County Library Service is active in creating a better place to live work and learn. Services and collections are developed to reflect community needs. The Public Library is the local centre for information making all kinds of knowledge and information readily available to its users. It is a community resource, where people find out what's happening locally, go to talks and workshops, enjoy exhibitions, borrow books and music, research, read newspapers, and study. It provides services such as: lending of books, audio-visual material and activities for adults and children; reference services; local studies/archives; public internet access and online services; multicultural collections; reading groups; and facilities/ formats for those with visual and other impairments

Through its collections, services and facilities the Library Service provides information for every day living, problem solving and active citizenship. It is a gateway for local authority, central government and other public information. It supports lifelong learning including adult independent learning and distance education. In addition it helps to develop and enhance literacy and ICT skills.

Through the Mobile Service it promotes social inclusion bringing the Library Service to over 60 stops in villages and hamlets around the County. It also provides taster collections to some Nursing homes and other community groups.

The Schools' Library Service, enhanced through the provision of new accessible library van visits all primary schools in the County - 3 times per year- and a number of community pre-schools. The Schools' Service includes a "Teachers' Collection". Local branches also encourage class visits by local schools.

Information Collections on the history of County Kilkenny are very important. The Local Studies service seeks to collect and acquire all items –irrespective of format of Kilkenny interest. The main collection is available for viewing by the Public at Library H.Q. Each library branch also holds some files on the locality. The County Collection of Archives - although held off-site- can be accessed by the Public through the Local Studies Department.

Kilkenny County Library Service provides borrowers with access to the holdings of other public libraries in Ireland. This inter-lending service is free through www.borrowbooks.ie

Details on Kilkenny Library Service own collections and services including access to the library online catalogue at www.kilkennylibrary.ie

Opening Hours:(Libraries close on Saturdays before a public holiday)

Library Phone No.	Mon	Tues	Wed	Thur	Fri	Sat
Callan 056 7794183 Contact: Helen Phillips Branch Librarian		4 - 8	3 - 5	10 - 8	10 - 1.30	10 - 1.30
Castlecomer 056 4440561		10 - 8	10 - 5	10 - 8	10 - 5	10 -

Contact: Mary Morrissey Senior Staff Officer						1:30
Graiguenamanagh 056 7794178 Contact: Majella Byrne A/Senior Library Assistant		10 - 8	10- 5	10 - 8	10 - 5	10 - 1:30
City Library, John's Quay056 7794174 Contact: Aisling Kelly Senior Library Assistant		10 - 8	10 - 8	10 - 5	10 - 5	10- 1:30
Loughboy 0567794176 Contact: Caitriona Kenneally Senior Library Assistant		10:30 - 1 2 - 5	10:30 - 1 2 - 5	10:30 - 1 2 - 5	10:30 - 1 2 - 5 7 - 9	
Thomastown 056 7794331 Contact:Kay Cody Branch Librarian		2 - 6	10- 8	2 - 6	10 - 1.30	10 - 1:30
Urlingford 056 7794182 Contact: Annette Purcell/Helen Muldowney Branch Librarians	3 - 8	10 - 3	3 - 8	10 - 3	3 - 8	10-3
Library Headquarters & Local Studies Dept. 056 7794160	9 - 12 - 5	9 - 12 - 5	9 - 12 - 5	9 - 12 - 5	9 - 12 - 5	

For Mobile Service and Schools' Service timetables and contacts call 056 7794160 or e-mail info@kilkennylibrary.ie

DIRECTORATE 4 - ROADS, EMERGENCY PLANNING AND CORPORATE

ROADS

The overall objective is to develop a public road network adequate to cater for the ever increasing volume of modern traffic and to provide the necessary infrastructure to support economic and social development, with due regard for the safety and amenity of all road users.

Kilkenny County Council has two broad functions in relation to roads:

- **the repair of existing roads**
- **the construction of new roads.**

ROADS STAFF STRUCTURE

Roads Administration - The Director of Services has overall responsibility for Roads Administration with day to day customer services falling to the Administrative Officer and staff of the Roads . Section.

Roads Design, Construction and Maintenance - The Director of Services has overall responsibility for the design, construction and maintenance of roads. He fulfils this role with the assistance of one Senior Engineer and one Senior Executive Engineer (Design) working together with five Senior Executive Engineers in the Area Offices and teams of engineers, technicians and roadworkers. A Project Co-ordinator is in charge of the N8 Cullahill to Cashel and N9 Kilcullen to Waterford.

The Council operates its principal Engineering/Maintenance activities from 5 area offices at Newrath, Callan, Thomastown, Kilkenny and Castlecomer ; the Council's new Machinery Yard/Stores Headquarters is located at the Hebron Industrial Estate, Hebron Road, Kilkenny. Road Design functions are carried out at Dean Street in conjunction and co-operation with the National Roads Authority Regional Road Design Office based at Tramore. Road administration functions are mainly carried out at County Hall with the remainder in Dean Street.

ROADS SERVICES

IMPROVEMENT AND MAINTENANCE

2.1.1 National Primary Roads Kilkenny County Council is the road authority for the National Primary Roads in the County. A number of major road schemes were funded and completed in 2003. A number of significant Road Schemes will be completed in Kilkenny under the National Development Plan 2007 - 2013.

2.1.2 National Secondary Roads Kilkenny County Council is the road authority for the National Secondary Roads in the County.

National Roads Authority; The National Roads Authority has overall responsibility for planning and supervising the construction, improvement and maintenance of the network of national roads (including the access routes to the principal ports and airports).

National Roads Authority staff are engaged in the preparation of road designs for major schemes in consultation with the Council. The Authority's regional office is located at Tramore, Co. Waterford. Road designs for other schemes on national roads are prepared by the Council's design team in consultation with the Regional Design Office and the NRA.

The extent of improvement and maintenance works on national roads depends on the annual grant allocation made by the National Roads Authority. Major improvement works are carried out by contract. The Council acts on behalf of the Authority in the placing and supervision of road works contracts. Routine maintenance works are carried out by direct labour and with plant/machinery hired by the Council as necessary.

IMPROVEMENT AND MAINTENANCE OF NON-NATIONAL ROADS

2.1.4. Regional Roads Kilkenny County Council is the road authority for the Regional Roads in the County.

2.1.5. Local Roads (Maintenance) Kilkenny County Council is the road authority for the Local Roads in the County excluding urban areas.

2.2.3 Local Roads (Improvement) Kilkenny County Council is the road authority for the Local Roads in the County excluding urban areas.

Kilkenny County Council regards the maintenance and improvement of non-national roads as a priority. In addition to the annual Department of the Environment and Local Government discretionary grant allocation, the Council commits significant resources to maintenance and improvement works. Following notification of the grant allocation by the Department of the Environment and Local Government, a programme of works is prepared (Annual Road Works Scheme in County Kilkenny). Over 80% of the roadworks on non- national roads are carried out by direct labour, with contractors being employed for the peak season and for specialist macadam

work. The selection of projects and the manner of their execution seeks to optimise the return from expenditure incurred.

Special Restoration Programme In 1995, the Government approved a major ten-year restoration programme for the non-national roads. The improvement works under this programme involve surface dressing, surface restoration or road reconstruction. In the case of maintenance works, particular attention must be given to the provision/restoration/maintenance of roadside drainage.

Funds are being allocated to that part of the network which is most deficient, not on a geographical basis. The record funding available will ensure that real progress can be made in eliminating unsatisfactory road conditions encountered in many areas and securing lasting improvements in the condition of the roads.

(Class 2 and Class 3 Local Roads) on which the Council are not in a position to undertake regular maintenance works to contribute to such works either by direct payment or in kind by undertaking preparatory works. The Council will undertake the works and cover 75% of the cost.

Public Lighting As a Road Authority, Kilkenny County Council is responsible for the provision and maintenance of public lighting. Traffic-route lighting is generally provided in the course of road improvement works. The E.S.B. arranges the supply, installation and maintenance of public lighting on behalf of the Council.

EU Co-Financed Projects

In 1994, a scheme of specific grants was introduced to meet 100% of the cost to local authorities of individual road improvement projects. Improvement projects approved for specific grants qualify for assistance from the European Regional Development Fund as part of the Operational Programme for Transport. These co-financed projects must have a significant impact on employment and promote rural development/agriculture or economic activity in industry, tourism, fisheries or forestry. Projects are usually carried out by contract.

Multi Annual Programme for Non-National Roads

Kilkenny County Council has prepared a multi annual programme for non-national roads setting out medium term plans for the development of roads over a specified period. In 2005 the Council approved the current programme which extends to 2008 and 15% must be assigned to regional roads. The programme is concentrating on improvement works which preserve the investment in the existing roads infrastructure. The Council operates an annual procedure for the taking in charge of Housing Estate roads etc.

Community Involvement in Road Works Scheme-Non-National Roads

This scheme allows residents of low traffic volume minor roads and cul-de sacs to avail of part funding to have the roads repaired. 25% of the cost must be paid by the residents.

Road Schedule and Map

Kilkenny County Council keeps a schedule and map of all public roads for which it has responsibility.

LOCAL IMPROVEMENT SCHEMES

Kilkenny County Council has power under the Local Government (Roads and Drainage) Act, 1968 as amended, to construct and improve certain non-public roads and to undertake minor drainage improvements. The expenses of the Council in carrying out local improvement schemes are met partly by State grant and partly by local contribution (10% - 40% of the cost). Future maintenance is the responsibility of the users.

Road Opening Licence

A person who wishes to open a public road or footpath for any purpose must obtain a road opening licence. Application forms are available at County Hall and Area Offices.

Heavy Load Permit

A special permit is required for the use on a public road of any vehicle or trailer in cases where the laden weight, dimensions etc. exceed allowed limits.

Temporary Closing of Roads

A road authority has power to temporarily close public roads for road races or other events, to permit the carrying out of works, or for any other purpose. The regulations relating to the temporary closing of roads require the publication of two notices:

(1) A notice of intention to temporarily close the road;

(2) A notice of the decision to temporarily close the road.

The notice of intention must allow for objections to be made in writing to the road authority within a specific period being not less than 3 days from the date of publication of the notice. The road authority must consider any objections received and not withdrawn.

Dangerous structures, trees etc. A road authority can serve a written notice on a landowner or occupier requiring the carrying out of specified works within a period of time stated in the notice to ensure the safety of those using or working on a public road. **A person on whom a notice has been served may appeal to the District Court against the notice within fourteen days.**

Unauthorised signs, caravans, vehicles on public roads

A road authority has power to remove unauthorised signs on public roads; also, unauthorised caravans, vehicles etc. used for advertising, the sale of goods or the provision of services on public roads. It must return to the owner any sign, caravan, vehicle etc. removed by it, but can seek to recoup any reasonable costs incurred by it. However, disposal by the road authority is permitted in certain circumstances.

Information Available A list of Council and other publications and DOELG leaflets relevant to the Roads Department is included in Appendix . In addition, the Council's FOI Section 16 Reference Book contains further information regarding the rules and practices relevant to the Roads Department.

Roads Section

County Hall, John Street, Kilkenny. Phone (056)7794060 Ext.4043,4068,4064

Road Design, Dean Street, Kilkenny. Phone (056)7791300 Ext.4305,4300, 4306, 4302

Kilkenny Area Office, Council Machinery Yard, Hebron Industrial Estate, Hebron Road, Kilkenny. Phone (056)7794290 Ext. 4293,4295,4291.

Callan Area Office, Callan, co. Kilkenny. Phone (056)7755520 Ext.4321,4323,4322.

Castlecomer Area Office, Kilkenny Street, Castlecomer, Co. Kilkenny. Phone (056) 4440550 Ext.4452,4453, 4451.

Newrath Area Office, Newrath, Via Waterford, Co. Kilkenny. Phone (051) 831370 Ext.4272,4274,4271

Thomastown Area Office, Thomastown, Co. Kilkenny. Phone (056)7793340 Ext.4342,4345, 4341

Council Machinery Yard, Hebron Industrial Estate, Hebron Road, Kilkenny. Phone (056)7794283 Ext 4282

Road Design Office , Dean Street - Staffing

Senior Engineer

/

Executive Engineer/Assistant Engineer

/

Technician

/

Staff Officer

Roads Administration, County Hall - Staffing

Director of Services
/
Senior Engineer
/
Administrative Officer
/
Staff Officer
/
Assistant Staff Officer
/
Clerical Officers

Machinery Yard - Staffing

Assistant Engineer
/
Technical Services Supervisor
/
Workshop Foreman
/
Storekeeper
/
Clerical Officer

Opening hours:

Roads Administration County Hall 9am-5pm E.Mail. Roads@kilkennycoco.ie

Road Design Office Dean Street 9am-1.00pm and 2pm to 5 pm.

Machinery Yard 9am-1.00pm and 2pm to 5 pm Roads@kilkennycoco.ie

Roads Projects Staff Chart:-

As at 18th February 2008, the staff complement is as follows:

**Project Co-ordinator at Senior Executive Engineer level.
Temporary/Executive Engineer
Administrative Officer**

Assistant Staff Officer

Project (Site) Engineer M8-N8 Cullahill to Cashel Road

Project (Site) Engineer N9-N10 Waterford to Knocktopher Road

Project (Site) Engineer N9 –N10 Knocktopher to Carlow Road – to be appointed.

Classes of Records

The classes of records held by the Roads Department are as follows:

LA Quotes for Annual Plant Hire, Annual Tool Hire, Road Making Materials and Supplies and Services.

PPE Tenders and Fuel Oils Tenders

Tenders for Road Works and other Contracts Plant and Materials Tenders Operational details in relation to schemes e.g. maps/design details. Applications for Local Improvement / Community Involvement Schemes Files in relation to Road Works and Road Conditions. Contracts for the provision and maintenance of schemes. Financial records in relation to the operation of the Section Lists of suppliers and terms of service Correspondence from the public Applications for Advertising Signs/Road Opening Licences Creditors Tax Details - C2 and C46 Applications. Roads Schedule and Maps Legislation and DOELG Guidelines in relation to the functions of the Section Annual Road Works Scheme and 5 year

Plan National and Non-National Roads and Bridges Land Transactions/Compulsory Purchase Orders etc. Community Involvement in Local Roads Certificates of Roads and Services Taking-in-Charge of Roads Abandonment of Roads Extinguishment of Public Rights of Way Heavy/Abnormal Load Permits Dangerous Trees and Structures Unauthorised Casual Trading on Public Roads Road Traffic Matters - Speed Limits, Traffic Lights, Road Signs etc. Public Lighting Temporary Closing of Roads

Administration; The Roads Department also holds files on a range of administrative issues including files on financial matters, statistics, miscellaneous correspondence and internal administration files including instructions and guidance to staff. Kilkenny City area is designated as a taximeter area.

FIRE SERVICES / BUILDING CONTROL

FIRE SERVICES

The key objectives are to :-

Save life, protect property and the environment from fire and other emergencies
Secure the highest level of safety and welfare for all staff by providing effective supervision, training, equipment and systems of work
Provide the highest level of fire safety/prevention/advisory service.

Fire Fighting

A Fire Authority is required to provide a prompt and efficient service for extinguishing fires occurring in buildings and other places. The Authority is also responsible for the protection and rescue of persons and property from injury by fire. Kilkenny County Council has seven brigades located around the county in Kilkenny, Urlingford, Freshford, Castlecomer, Thomastown, Callan and Graiguenamanagh. These brigades are on call around the clock, not alone for fires, but also traffic accidents, flooding and other emergencies.

The Fire Service provides fire cover into some of the neighbouring counties and is also on call to assist at major emergencies in the neighbouring counties of Carlow, Wexford, Tipperary N.R., Tipperary S.R., and Waterford City and County, when required.

The neighbouring authorities of Carlow, Wexford, Tipperary S.R. and Waterford City provide fire cover in certain areas of County Kilkenny as they have fire brigades situated close to the county boundaries.

Closure Notice

An Authorised Person is empowered to serve a Closure Notice on a person who owns, occupies or is in control of that building

Fire Safety Notice (Potentially Dangerous Building)

The Fire Authority is empowered to serve a Fire Safety Notice on an owner/occupier of a building which it considers to be potentially dangerous. A potentially dangerous building is one which, in the event of a fire occurring, would constitute a serious danger to life and is defined in the Fire Services Act, 1981.

A Fire Safety Notice may also be issued if the Authority believes that substances are used, stored, or deposited adjacent to a building, of such nature as to present a serious danger to life.

A person on whom a Fire Safety Notice is served may, within fourteen days, appeal against the Notice to the District Court.

An authorised officer of the Council may issue a warning in writing concerning any matter arising out of fire safety procedures and measures or may serve a closure notice on a person who owns/occupies a building.

A person on whom a Fire Safety Notice is served may, within seven days, appeal against the Closure Notice to the District Court.

High Court Order The Fire Authority may also apply to the High Court for an order forbidding or curtailing the use of a building or land, if it considers that such use

would put people at serious risk, and a closure notice has already been served and ignored.

Inspection of premises An authorised officer of the Council may enter at all reasonable times and inspect land or a building to which the public has access. Where an officer is refused entry to land or a building, the Council may apply to the District Court for a warrant authorising such entry.

Education - Kilkenny County Council actively aims to reduce the incidence of fires by educating the community about fire prevention procedures., Kilkenny Fire and Rescue Service promotes fire safety in the following ways:-

- School visitations; (Primary Schools Programme- 3rd class)
- School visits to fire stations;
- Talks to community and other groups;
- Advertising/radio;
- Distribution of leaflets and posters.

Petroleum Stores As a fire authority, Kilkenny Country Council is responsible for the licensing or petroleum stores. The Council may grant or refuse an application for a licence.

If the Council refuses to grant a licence or grants a licence on conditions with which the applicant is dissatisfied, the applicant may appeal to the Health and Safety Authority. Where the Authority gives a direction with which the applicant is dissatisfied, the applicant may appeal to the High Court.

An authorised officer of the Council may enter, inspect and examine any premises used as a petroleum store.

Explosive Stores The local authority is responsible for the licensing/registration of premises used as explosives stores.

Dance Licences etc. The applicant for the grant or renewal of a licence under the Licensing Acts, 1833-1981 (public houses, hotels etc.), Registration of Clubs Acts, 1904-1981, Public Dance Halls Act, 1935 and Gaming and Lotteries Acts, 1956-1979 must give the fire authority one month's notice of the application. This gives the authority the opportunity to inspect premises and to give evidence in Court, prior to the granting of a licence.

BUILDING CONTROL

The basic system of control is covered in the Building Control Act. The Building Control Regulations supplement this system.

Building Control Authorities have powers of:-

1. **Inspection,**
2. **Enforcement,**
3. **Prosecution. 48**

The primary objective is to protect public health and safety by ensuring compliance with the Building Regulations.

Fire Safety Certificate A Fire Safety Certificate is required for all developments except houses, certain farm buildings and exempted works. A decision must be made by a building control authority on a valid application for a Fire Safety Certificate within 2 months of the date of receipt of the application, unless an extension of time is agreed with the applicant. The Fire Service makes recommendations to the management of the County Council as to whether an application should be granted or refused.

Where a building control authority grants a Fire Safety Certificate with conditions, or refuses to grant a Fire Safety Certificate, the applicant may appeal to An Bord Pleanála against the decision within one month of the date of the decision.

Commencement Notice A person who intends to carry out any works requiring planning permission or a fire safety certificate must notify Kilkenny County Council by way of a Commencement Notice. The Notice must be given not less than fourteen days and not more than twenty eight days before commencement of work. This notice should be sent to the Planning Section of Kilkenny County Council, County Hall, John Street, Kilkenny.

Dispensation / Relaxation of Building Regulations A building control authority may grant a dispensation from, or a relaxation of, any requirement of building regulations. A decision on an application for a dispensation/relaxation must be made within 2 months of the date of receipt of the application, unless an extension of time is agreed with the applicant.

Where a building control authority grants a dispensation from or relaxation of building regulations, or refuses to grant a dispensation/relaxation, the applicant may appeal to An Bord Pleanála against the decision within one month of the date of the decision.

INFORMATION AVAILABLE

Details of statutory plans etc. and leaflets relevant to Fire Services/ Building Control are included in Appendices 3 and 4.

Further information can be requested from:-

Kilkenny Fire Services, Gaol Road, Kilkenny. Tel: 056 7794400

CLASSES OF RECORDS

The classes of records held by the Fire Services Section are as follows:-

Personal information

Details of fire charges Fire report sheets; Applications for Dangerous Substances Licences; Applications for Fire Safety Certificates; Staff records; Records of premises covered by the Licensing Acts; Correspondence from the public.

Administration

The Section holds files on:-

Fire stations, equipment Personnel records Financial records, statistics, internal administration and miscellaneous correspondence. Applications for Fire Safety Certificate

CIVIL DEFENCE

Civil Defence is a voluntary humanitarian organization dedicated to assisting the community in a variety of ways but particularly in lessening human suffering in times of crisis and emergency.

CIVIL DEFENCE SERVICES

Welfare This service is trained to provide rest centres, shelter and transport for displaced people during emergencies both natural and man made.

Rescue Civil Defence provides trained personnel to assist the front line services in the search for missing persons in open country and on rivers, lakes and estuaries. Kilkenny Civil Defence has 3 Trained Boat Crews to assist the Gardai in the recovery of missing persons from inland waterways.

Casualty All Civil Defence volunteers receive instruction in First Aid. Kilkenny Civil Defence has an Ambulance Crew to assist the front line services.

Warden Kilkenny County has an organised network of District Wardens who are trained annually in the response procedures required in the event of a radiological emergency. They are equipped with radio controlled transport and low-level radiation meters.

Auxiliary Fire Service Kilkenny A.F.S. is equipped with a Dennis Fire Engine as a back-up in times of Major emergency, and to assist the Fire Service if required to do so.

All the above services have been used by the community during local and national cultural and sporting events.

Finance

Financial assistance to train, equip and maintain these services is provided by the Civil Defence Board on a 70% basis.

Information

Further information is available from: Civil Defence Officer, County Hall, John Street, Kilkenny. Phone 056/7752699 or 056/7794145 Fax. 056/776124 Email nbourke@kilkennycoco.ie

Corporate Affairs

The Corporate Affairs sections of Kilkenny County Council provides a number of services to the elected members, other directorates within the local authority, employees and directly to the public,

- Supporting the County/City Councils
 - Meetings of Council & Committees of the Council
 - Corporate Policy Group (CPG) & Strategic Policy Committees (SPCs)
 - Payments to Members of Council for Attendance at Meetings
 - Expenses of Members-Annual Allowance
 - Local authority member – Superannuation Gratuity
 - Ethics Code for Elected Members
 - Disclosure of Donation Statements
 - Franchise Section/Register of Electors
 - Local Elections

- Co-ordinates the provision of miscellaneous services both to the public and to other directorates
 - Data Protection
 - Freedom of Information
 - Council Publications
 - Irish Language
 - Customer Service

- Human Resources & Staff Welfare
 - Recruitment & Manpower Planning
 - Conditions of Employment
 - Removal Expenses and Travel & Subsistence
 - Career Break
 - Job Sharing
 - Leave Entitlements
 - Maternity, Parental and Adoptive Leave
 - Sick Leave Scheme – Officers
 - Sick Leave Scheme – Employees
 - Safety, Health & Welfare of Staff
 - Staff Training & Development
 - Suspensions
 - Termination of Employment
 - Appeals to the Minister in Relation to Pay, Duties & Conditions of Service
 - Extension Beyond the Age Limit
 - Code of Conduct for Staff/Ethical Framework for Employees
 - Officers – Membership of Local Authority
 - Application for Additional Posts
 - Industrial and Employee Relations

- Equality
- Workplace Partnership

The rules, regulations, guidelines, etc are the more important legislative, regulatory and directive controls to which the Corporate Affairs directorate works.

The Director of Corporate Affairs is responsible for the day-to-day operation of the directorate as well as contributing to the overall strategic focus of *Kilkenny County Council* through his/her participation in the Senior Management Team.

Supporting the County Council

Description

The Corporate Affairs directorate provides the administrative service for meetings of (1) the County Council and (2) Corporate Policy Group and also assist the additional standing committees already listed. Area Committees and Strategic Policy Committees each have their own Secretariats that service their meetings. The secretariats are located within the relevant local authority and usually they share secretarial/administrative support with the relevant Director of Services for the Directorate.

Meetings of Council & Committees of the Council

Description

The County Council is statutorily obliged to hold an Annual Meeting and a Budget Meeting and such other meetings as are necessary to conduct its business. The Annual Meeting is held in June of each year. The *Cathaoirleach* and *Leas-Cathaoirleach* are elected at the Annual Meeting. A schedule of ordinary monthly meetings for the forthcoming year are agreed at the Annual Meeting.

A special meeting may be convened by the Cathaoirleach at any time, or by any five members if the Cathaoirleach fails to act on a requisition made by the five members to do so. A set of rules called “Standing Orders” are adopted by the Council for the regulation of its meetings and proceedings. Members of the public and representatives of the media may attend meetings of the Council.

The Council is required to establish Strategic Policy Committees, consisting of elected members and representatives of sectoral interests, to consider matters connected with the formulation, development, monitoring and review of policy.

The Council may establish a committee, Area Committee, in respect of a specific area e.g. a local electoral area or a committee in respect of a specific function.

The Budget Meeting is held in late November/early December within the period prescribed by the Minister for the Environment, Heritage and Local Government.

Monthly Council meetings are held on the *third* Monday or on the *Second* Monday of the month if the third Monday happens to be a Bank Holiday

Area Committees meetings are also held *each month* and the Strategic Policy Committees meet approximately, *every second month*.

Corporate Policy Group (CPG) & Strategic Policy Committees (SPCs)

Description

Section 48 of the Local Government Act, 2001 provides for the establishment of SPCs. The role of these Committees is to consider matters connected with the formulation, development, monitoring and review of policy which relates to the functions of the local authority and to advise the authority on these matters. These Committees consist of 6 elected members and three non-elected nominees drawn from the various sectors of society. Each SPC is chaired by an elected member who is assisted by a Director of Services. The CPG consists of the Chairperson of each of the SPC's together with the Cathaoirleach of the Council. The CPG considers matters referred to it by the SPC's before they are referred to the full council for decision. The County Manager must consult with the CPG during preparation of the local authority's draft budget and during preparation of the local authority's Corporate Plan.

Payments to members of Council for attendance at Meetings

Description

Representational Payment: This salary type payment for Councillors (who were not members of the Oireachtas) was introduced by the Minister for the Environment, Heritage and Local Government with effect from the 1st January 2002. The Representation Payment is subject to P.A.Y.E in the normal way and P.R.S.I at the appropriate class. It is linked to a Senator's salary (¼ thereof) and the current rate is €16,756 per annum.

Expenses of Members – Annual Allowance

Description:

Members of the Council are entitled to payment of expenses and subsistence in respect of their attendance at meetings of the Council (an 80% attendance record is required to achieve maximum payment). Other allowances are,

- Cathaoirleach's and Leas-Cathaoirleach's allowance
- SPC Chairperson's allowance
- Entertainment and associated expenses
- Members' expenses for attendance at meetings, conferences etc. held within or outside the State
- Representational allowances

Local Authority Members – Superannuation Gratuity

Description

Each local authority can make a payment of a gratuity to Councillors based on their service as members from 4th May 2000 (service prior to that date is not reckonable).

The maximum gratuity is three times the Representational Payment rate on date of cessor and is payable after 20 years service. The minimum qualifying service required for the gratuity is 3 years. The gratuity is automatically paid on retirement (subject to the above conditions) at or after age 50

Ethics Code for Elected Members

Description:

The Ethical Framework for the Local Government Service requires elected members to maintain proper standards of integrity, conduct and concern for the public interest in carrying out their functions. Members of a Local Authority are required to furnish an annual declaration of “declarable interests”. The Council must maintain a public register of declarable interests and appoint an ethics registrar. The necessary forms are issued to all Councillors in early January for completion and return by the end of February.

“Declarable Interests” include, any profession, business or occupation of dealing in or developing land. Any other paid employment or occupation; any interest in land within the state; shares or investments in any company or enterprise. A directorship or shadow directorship of any company. A register of Annual Declarations is maintained and is available for inspection by the public/media.

Disclosure of Donation Statements

Description:

Members of a Local authority are required to complete and return a Donation Statement by the end of January each year in respect of donations received during previous calendar year.

A register of Donation Statements is maintained and is available for inspection by the public.

Legislation

Local Elections (Disclosure of Donations and Expenditure) Act 1999 as amended by the Electoral (Amendment) Act 2001

Franchise Section/Register of Electors

Description

The County Council is obliged by law to prepare and publish the Register of Electors for its administrative area each year. Registration authorities are required to make house -to -house or other sufficient enquiry for the purpose of preparing the register. Registration forms are made available at the City Council offices, public libraries , post offices. Garda stations and health centres. It is the responsibility of each person who satisfies the registration requirements to ensure that his/her name is on the register. The accuracy of the register depends to a large extend on the co-operation of the public in providing the necessary information.

A draft register is published on 1st November and is available for public inspection at the County Hall, branch libraries and post offices. Claims for addition or deletion of

names must be made by 25th November. Interested parties are notified of the County Registrar's decision on these claims and can appeal to the Circuit Court if dissatisfied.

The Register is published on 1st February and comes into force on 15th February for a period of twelve months. A supplement is published prior to any election or referendum. Voters who are not included on the register, but are qualified on residency and age grounds, can apply to have their names included on the supplement. Applications must be received at least 15 working days before polling day.

A Postal Voters' List and Special Voters' List (disabled electors) are also published each year. Persons with a physical disability or illness who reside at home and are unable to go in person to a polling station can vote by post. Each application for inclusion on the Special Voters' List must be supported by a medical certificate. Electors who wish to remain on the Special Voters' List from year to year must renew their applications annually. The closing date for receipt of applications each year is 25th November.

Local Elections

Description

Elections to the County/City Council, or Local Elections are held every five years. The actual polling day and the polling period (at least twelve hours) are fixed by order of the Minister for the Environment, Heritage and Local Government. The period (a week) for nominating candidates to stand at a local election occurs 4 weeks before polling day. A candidate, if not self-nominated, must give consent to nomination. Nomination of a candidate may be made by any person registered in the same electoral area for which s/he proposes to nominate the candidate. A person can be nominated to stand in more than one area. Members are elected by secret ballot according to a system of proportional representation. Casual vacancies in membership are filled by co-option. Any person aged 18 or over may question the outcome of a local election on certain grounds by way of petition in the Circuit Court within 28 days of the declaration of the results.

Persons aged 18 and over are entitled to be registered to vote at local elections for the local electoral area in which they ordinarily live. Citizenship is not a requirement for voting at a local election. Persons who live in urban areas administered by borough councils or town councils are entitled to vote at elections for both the county council and the urban authority concerned.

Generally, electors vote in person at their local polling station. The Council is responsible for drawing up Polling Schemes for the electoral areas, specifying the number of polling stations and the polling station in which people must vote. Postal voting is available to An Garda Síochána, the Defence Forces, civil servants (and their spouses) attached to Irish missions abroad, electors living at home who are unable to vote at a polling station due to a physical illness or disability, and electors whose occupations are likely to prevent them from voting at their local polling station, such as fishermen, airline pilots etc. (including full-time students registered at home who are living elsewhere while attending an educational institution in the State). Special voting is available to electors living in a hospital, nursing home or similar institution

who are unable to vote at a polling station due to a physical illness or disability. The last local Elections were held on the 11th June 2004.

Corporate Affairs Directorate
(other than supporting the work of the Elected Members)

Corporate Affairs Directorate is also responsible for working with and co-ordinating departmental and area management heads on issues affecting corporate strategy. It also co-ordinates the provision of miscellaneous services both to the public and to other directorates within *Kilkenny County Council*.

Data Protection

Description

The Data Protection Acts give you the right to get a copy, clearly explained, of any information about you kept on computer or in a structured manual filing system, by any person or organisation (Section 4 of the Data Protection Acts, 1988 and 2003). *Kilkenny County Council* undertakes to operate best practice in relation to its responsibilities under the Data Protection Acts. Our approach is informed and guided by the principles contained in the Rules for Data Protection as detailed by the Data Protection Commissioner. These rules provides a framework that ensures that organisations ensure the following,

1. That they obtain and process information fairly
2. Keep it only for one or more specified, explicit and lawful purposes
3. Use and disclose it only in ways compatible with these purposes
4. Keep it safe and secure
5. Keep it accurate, complete and up-to-date
6. Ensure that it is adequate, relevant and not excessive
7. Retain it for no longer than is necessary for the purpose for purposes for which it was obtained.
8. Give you a copy of your personal information on request

Freedom of Information

Description

All requests for information received under the Freedom of Information Acts, 1997 – 2003 are processed by the Freedom of Information Officer. The Section of the Section 15 Reference Book entitled “Guide to the Freedom of Information Acts, 1997 – 2003” provides details on how to make a Freedom of Information Request and the time limits which apply and the appeal procedures.

Council Publications

In addition to publishing an extensive number of publications which seek to highlight the variety of work that the Council undertakes each local authority is required by legislation to publish a number of documents. Each Council is required to prepare a

Corporate Plan to coincide with the five-year intervals between local elections. The Corporate Plan is the overall framework for the organisation, setting out goals and objectives in respect of its many functions and activities. It will assist the Council in reviewing its activities, objectives, priorities and resources. The Corporate Plan must be approved and adopted by the elected members of the local authority. A local authority may at any time decide by resolution to review its Corporate Plan. The Manager must prepare an annual progress report in respect of the Corporate Plan and this report must be submitted to the elected members at the annual Budget meeting or at such other time as the elected council may by resolution decide.

Under Section 221 of the Local Government Act, 2001 each local authority must also publish an Annual Report. This Report must be adopted by the elected members of the local authority. The Annual Report sets out the activities of the local authority for the relevant year, the activities of its Strategic Policy Committees, details of the annual progress report on the Corporate Plan, details of meetings of the local authority, financial statements and other general information on the local authority.

Irish Language

Description

The Local Government Act, 2001 gave statutory recognition to measures to encourage the use of Irish in local authorities. The Act contains a general power to enable local authorities to take such steps as they consider appropriate to encourage the use of the Irish language. The Official Languages Act, 2003 aims to ensure that anyone who wishes to conduct their business with local authorities through the medium of Irish is facilitated to do so. Each local authority is required to publish Irish language versions of all and any documents, records or publications that are available to the public.

Legislation

Local Government Act, 2001
Official Languages Act, 2003

Customer Service

Description

The Local Government Act, 2001 each local authority is required to take such steps as are practicable to improve customer service to the public generally. Each Council prepares and publishes a Customer Service Action Plan and this Plan is available at all local authority offices open to the public. The plan identifies the services offered by each local authority and sets out in detail the principles of Quality customer service that each member of the local authority can and should expect from their dealings with the local authority. The Plan sets out the Customer Complaints Procedure and includes a Customer Service Complaint Form and this Form should be completed by anyone wishing to make a complaint in relation to the quality of any of the services or activities of the Council. If a customer remains dissatisfied with the response of the local authority to their complaint, they may lodge a complaint with the Ombudsman. The office of the Ombudsman is an independent agency established to deal with cases of mal-administration with certain public bodies. A complaint may be lodged with the Ombudsman's Office at any time.

The Equal Status Act, 2000 prohibits discrimination in relation to the provision of goods and services by any company including public sector bodies.. Discrimination is outlawed on ten grounds – marital status, family status, gender, race, age, religion, disability, sexual orientation, membership of the travelling community and victimisation.

Human Resources & Staff Welfare

The HR Section within the local authority deals with the human resource and staff welfare requirements of the staff employed by the local authority across all the directorates.

RECRUITMENT & MANPOWER PLANNING

Description

Functions include all recruitment, advertising of vacancies, holding of interview competitions, assignment of personnel *and* execution of employment contracts.

The Minister for the Environment, Heritage and Local Government has prescribed the qualifications and conditions of office for professional, technical, administrative and clerical grades. Eligibility criteria include professional qualifications and / or experience.

Managerial and senior professional grades are recruited by the Public Appointments Service (PAS), formerly the Local Appointments Commission (LAC,) on behalf of the local authority. Requests are made to the PAS by the local authority, when vacancies arise in these grades, and the recruitment process is put in train by the Commission, culminating in a recommendation for appointment being made to the County Manager by the PAS.

In the case of other grades, vacancies are generally filled by open competition. For the administrative grades of Staff Officer, Senior Staff Officer, and Administrative Officer, it is a prerequisite that applicants for these posts be existing officers of a local authority, health board or VEC in the State, Institute of Technology, the General Medical Services (Payments) Board, St. James's Hospital Board, Beaumont Hospital Board, An Bord Altranais, or the Local Government Computer Services Board. However, from the 1st January 2007, 20% of grades V to VII will be filled by open competition.

Vacancies for craft workers, overseers, and other general grades are advertised in the local press and persons meeting the basic qualifications for the positions may apply. In certain circumstances, recruitment to these positions is by way of internal competition.

CONDITIONS OF EMPLOYMENT

Description

Conditions of employment for any given member of staff of a local authority can involve one, some or all of the following; Remuneration, Starting Pay, Increments, Tenure of Office, Probation, Suspensions, Removal from Office, Hours of Attendance, Overtime, Substitutes, Secondment.

A period of probation must be served when a person who is not already a permanent member of staff of a Local Authority is appointed to a permanent post. Generally permanent staff hold office until they resign/retire or are removed from office. Temporary staff hold office for a specified period as stated in their Contract of Employment or until their specified work/duties have been completed. County Managers are now appointed on a fixed term contract. The assignment of duties to staff is a matter for the County/City Manager under the Particulars of Office for each office approved by the Minister subject to any agreements, which have been made with the staff.

Permanent Officers generally hold office until resignation/retirement or removal from office. Temporary Officers hold office for a specified period or until a specified work or duty has been completed/or pending the appointment of another person to hold office or a substitute officer.

Subject to any statutory requirements and / or agreements made with staff representatives, the local authority shall determine the conditions of employment of its employees. The appropriate Minister may specify retirement age limits. The appropriate Minister may also specify requirements or conditions and the Local Government Management Services Board may issue guidelines, codes of practice or other guidance.

REMOVAL EXPENSES AND TRAVEL & SUBSISTENCE

Description

The removal expenses scheme enables local authorities to make payments in respect of Removal Expenses incurred by permanent and pensionable officers who secure a promotion to an office in another local authority carrying a maximum salary higher than the maximum salary attached to their existing office.

Travel and subsistence expenses are paid to local authority staff in accordance with the provisions laid down in the Circulars relating to Travel and Subsistence.

CAREER BREAK

Description

Local authority employees may be granted special leave without pay under the Career Break scheme. The Career Break scheme enables a local authority to grant special leave for a specific period of time and subject to certain conditions.

WORK SHARING

Description

A scheme exists whereby posts may be filled on a work-sharing basis. Work Sharing is available to Local Authority Staff in accordance with the provisions of the Work Sharing Scheme as laid down by The Department of the Environment, Heritage and Local Government.

LEAVE ENTITLEMENTS

Description

Local authority staff are entitled to annual leave in compliance with the Organisation of Working Time Act, 1997, and in accordance with local union/management agreement. Staff are also entitled to special leave (with and without pay), subject to certain conditions, e.g. compassionate, interview, study, paternity, force majeure, parental, carers and military training leave. Applications for all forms of Staff Leave are processed through the HR section.

MATERNITY, ADOPTIVE & PARENTAL LEAVE

Description

Maternity Leave, Adoptive Leave and Parental Leave is available to Local Authority Staff in accordance with the provisions of these schemes as laid down by the Department of the Environment, Heritage & Local Government.

SICK LEAVE SCHEME (OFFICERS)

Description

The scheme deals with the granting of sick leave and payment of salary during sick leave. Employees at the grades that were formally recognised as Officer grade may be granted sick leave at the discretion of the County Manager. Where sick leave is granted to officers, the limitations prescribed in the Local Government (Officers) Regulations 1943 apply.

SICK LEAVE SCHEME (EMPLOYEES)

Description

The scheme deals with the granting of sick leave and payment of sick pay during sick leave to employees at the grades that were formally recognised as no-Officer grade. Sick leave and the payment of sick pay may be granted at the discretion of the County Manager.

Guidelines & Circulars

DoEH&LG Circular Letter LA 6/95 Revised social insurance status and conditions of service of certain local authority officers
Local Authority Sick Pay Scheme for non-officer grades

SAFETY, HEALTH & WELFARE OF STAFF

Description

The purpose of these provisions is to protect the health and safety of all Council staff. Each local authority has prepared a Safety Statement in accordance with the Safety, Health and Welfare at Work Act, 2005. Health and Safety Training is provided to all staff. A number of Safety Representatives have been appointed. A joint Safety Committee has been established which consists of members of management and employees and the main function of this Committee is to consider the implementation of the Safety Statement and to make recommendations to management concerning health, safety and welfare.

STAFF TRAINING & DEVELOPMENT

Description

Staff training and development is provided in accordance with an annual training programme. Training is aimed at improving the skills and knowledge of staff in a wide range of areas relevant to the Council's activities. The overall emphasis on training is to facilitate the professional and personal development of staff. Training consists of on-the-job training and attendance at courses of particular relevance to the area of Council activity to which the person is assigned. Training is also aimed at facilitating staff in keeping themselves up-to-date with changes in technology, new methodologies/techniques, and changes in legislation. Limited financial support is provided for staff participating in third level education courses.

SUSPENSIONS

Description

Local authorities have the power to impose suspensions on staff. Suspensions can be for either short periods or and long periods. The approval of the Minister is required where an extension in excess of 2 months is sought by the local authority. The suspension may be with or without pay.

TERMINATION OF EMPLOYMENT

Description

Termination of Employment of local authority employees whether full-time, part time or on contract is subject to the full range of employment legislation. A member of staff may be removed from office if the statutory grounds exist, i.e. unfitness for office, failure to carry out a lawful order into effect or other misconduct.

APPEALS TO THE MINISTER IN RELATION TO PAY, DUTIES AND CONDITIONS OF SERVICE

An officer may make an appeal to the Minister for the Environment Heritage and Local Government if he/she is aggrieved by a decision, which the Board has made in relation to his/her remuneration, duties or conditions of service.

EXTENSION BEYOND THE AGE LIMIT

Description

Officers who cease to hold office on reaching the retirement age are not retained in a temporary capacity beyond retirement age except in exceptional circumstances.

RULES OF CONDUCT/ETHICAL FRAMEWORK FOR EMPLOYEES

Description

Local authority employees are prohibited from engaging in any other occupation which would impair the performance of their duties, or which might conflict with the interests of the local authority or be inconsistent with the discharge of their duties. An employee, the qualifications for whose post are wholly or in part professional, shall not engage in private practice in the profession in which he or she is employed by the local authority or in any cognate profession. Where an employee is in breach the local authority shall determine the appropriate disciplinary action to be taken.

Local authority staff are required to act with due courtesy and consideration in the course of their duties. In particular, they have a duty to deal with members of the public with the utmost courtesy and impartiality whether at meetings, personal interviews or otherwise. The Ethical Framework for the Local Government Service requires all staff to maintain proper standards of integrity, conduct and concern for the public interest in carrying out their functions. Relevant employees are required to furnish an annual declaration of “declarable interests”. The Council must maintain a public register of declarable interests and appoint an ethics registrar.

The Rules also relate to matters such as placing of contracts and purchasing/sale of goods by local authorities, acceptance of gifts or rewards for help or information given to the public on official matters, use of influence, courtesy and impartiality when dealing with members of the public.

OFFICERS – MEMBERSHIP OF LOCAL AUTHORITY

Description

Persons holding a post at or above a certain level are prohibited from holding such posts on becoming an elected member of the local authority concerned. In addition, the holders of such posts are prohibited from holding office on becoming a member of any local authority whose functional area is, or is situated within (a) the same county or county borough, or (b) any county or county borough adjoining the county or county borough within which the employing local authority is situated.

APPLICATION FROM COUNCIL FOR ADDITIONAL POSTS

Description

Sanction of increases in the Staff Numbers approved for an individual local authority or requests for creation of posts outside current controls are made to the Department of Environment, Heritage & Local Government.

INDUSTRIAL AND EMPLOYEE RELATIONS

Description

Each Local authority has put in place formal procedures to deal with grievances and disciplinary matters. Communication is maintained with the trade unions on a range of issues of concern. Where a dispute has not been resolved at local level, the industrial relations machinery, involving the Labour Relations Commission and, ultimately, the Labour Court, will be utilised.

EQUALITY

Description

Employers are obliged to take all reasonable steps to provide a working environment free of all forms of discrimination and harassment. In addition local authorities are required to ensure that the services they provide are also free from discriminative bias. To this end, the Equality Action Programme for local authorities was put in place which involves the adoption of Dignity at Work policies, the appointment of an Equality Officer, the establishment of an Equality Action Team and the appointment of Designated Contact Persons. New guidelines have been issued to promote a more professional approach to competitions / interviews and to ensure the equal treatment of all candidates.

WORKPLACE PARTNERSHIP

Description

The objective of workplace partnership is to achieve joint ownership between management, unions and staff and so replace the adversarial approach to change within the organisation with an open co-operative process based on effective consultation and participation by all concerned. Kilkenny County Council has a Workplace Partnership Committee and this Committee is served by a Workplace Partnership Facilitator. There are also a number of working groups which are set up to look at change management issues from time to time.

Guidelines & Circulars

Partnership 2000 and subsequent national wage agreements between the social partners up to the current Towards 2016 Agreement
Framework Document for partnership in Local Authorities
Deepening Partnership in Local Government/Strategic Plan 2003-2005

Information Systems

IS Infrastructure

Kilkenny County Council has an extensive IT network. Built primarily on Cisco equipment the network includes a Local Area Network (LAN), Metropolitan Area Network (MAN) and a Wide Area Network (WAN). Key city offices are linked to County Hall by either a mixture of fibre, wireless and laser technologies. Area offices are linked to County Hall via high speed licensed wireless links. The library branches outside the city connect to the network using digital leased line technology. The main comms room is located in County Hall and it hosts all servers, web sites and the main communication equipment.

Web Sites

The Information Systems department look after a large number of web sites for Kilkenny Local authorities. In 2006 Kilkenny Local Authorities re-launched the Kilkenny Portal www.kilkenny.ie which is now built on the PTools Content Management System. The new portal contains updated versions of the following web sites

- Kilkenny County Council – <http://www.kilkennycoco.ie>
- Kilkenny Borough Council – <http://www.kilkennycity.ie>
- Kilkenny County Library - <http://www.kilkennylibrary.ie>
- Kilkenny Tourism – <http://www.kilkennytourism.ie>
- Fire Services – <http://fire.kilkennycoco.ie>

The new sites are built to be fully accessible offering many useful features for the visually impaired including a BrowseAloud facility. The content management system also makes it easier for staff in the various local authority sections to update the web sites themselves. Irish language versions of the main pages are also available.

Other sites maintained by the department are:

- Woodstock Gardens – <http://www.woodstock.ie>
- County Development Board – <http://www.kilkennycdb.ie>

Library Service

In 2006 the Kilkenny County Library updated their library system to the Horizon system which is now used in all branches. The library catalog was also updated to the HIP system and is available online at www.kilkennylibrary.ie.

DIRECTORATE 5 FINANCE

The Head of Finance has responsibility for the proper management and control of the Council's financial resources; the establishment and maintenance of satisfactory checking and internal audit systems; the review of services to ensure value for money. The different functions are assigned to the following sections:-

General/HEG/Payroll

- Payment of Higher Education Grants to eligible students attending full-time courses in Third Level Institutions in Ireland
- Preparation of Local Authority Budget
- Preparation of Annual Financial Statement
- Internal Audit and Controls
- Treasury Management
- Creditors Payments
- Payment of Wages, Salaries, Pensions etc
- Insurance Cover
- Asset Management
- Public Procurement

Debt Collection/Rates

- Determination of Annual Rate to be levied on commercial premises
- Collection of Rates
- Collections of Water and Environmental Charges
- Collection of outstanding monies owed to the Council

RATES

Valuation All fixed property including land, buildings and other structures is valued for rating purposes. In practice, rates are now payable on industrial and commercial property only.

The Valuation Lists are subject to revision. Any ratepayer can propose a revision of the valuation of any property. The Council submits lists of revision requests to the Commissioner of Valuation on an ongoing monthly basis. The Commissioner must decide on listings within six months or as soon as may be thereafter.

When the revised Valuation Lists are received from the Commissioner, they are made available for public inspection for 21 days. Any person aggrieved by a valuation revision may appeal to the Commissioner of Valuation (through the local authority) within 28 days. When the List of Decisions on Valuations Appeals is received from the Commissioner, it is made available for public inspection for 21 days. If still dissatisfied, a person has 28 days to appeal to the Valuation Tribunal. Fees are prescribed in respect of applications for revision and appeals.

Rating A rate book must be produced by the Council annually. The rate book is based on the Valuation Lists which come from the Commissioner of Valuation prior to the

making of the rate. It shows each hereditament (any property which can be inherited), the rateable valuation and details of the rates due. The property liable to rates is now confined to the commercial/industrial area only. When the rate book has been prepared, it is made available for public inspection for 14 days.

The making of the rate is performed by Managerial Order. Warrants authorising the Credit Controllers to collect the rates are sealed and signed. Public notice is then given of the rate having been made and the rate demand notes are issued after publication of the notice.

Any ratepayer dissatisfied with an allowance granted or not granted may, within 2 months of the date of the making of the rate, request the Council to grant the appropriate

allowance. If the Council refuses or fails to reply within 28 days, the ratepayer can appeal to the District Court, within 4 months of the making of the rate.

Rates due must be paid whether property is occupied or not. In certain circumstances an application can be made for a refund of the rates paid on vacant property.

Non-payment of rates may result in

1. legal proceedings for recovery of the outstanding amount and costs, or
2. a judgement mortgage registered against the property, or
3. seizure of goods to the value of the rates owed, or
4. set-off against rates owed of monies due to the ratepayer by the Council.

Certificate of Rateable Valuation A certificate of the rateable valuation of a property can be obtained on payment of the appropriate fee.

Local Authority Budget

Description

Each local authority is required to prepare a Budget every year known as the “Local Authority Budget”. The format of the Annual Budget is prescribed in legislation. The Annual Budget sets out the total estimated revenue expenditure and income of the Council for the forthcoming financial year. Expenditure and income are broken down between the *eight* programme groups as listed in this manual.

The draft Local Authority Budget summarises the income and expenditure in respect of each programme group, shows the amount to be charged to town councils (if applicable), the amount of any incoming debit balance and the amount which will be received from the Local Government Fund. The balance must be raised from the commercial rates. The annual “rateable valuation multiplier” (formerly “rate in the £”) is calculated by dividing this balance by the effective (commercial) valuation. The adoption of the Annual Budget and the determination of the rateable multiplier is a function reserved to the elected members of the Council.

The draft Local Authority Budget is considered by the elected members. Notice of the meeting for consideration of the budget, commonly known as the ‘Annual Budget

meeting', must be published giving at least 7 days' notice. It must be held within the period prescribed by the Minister for the Environment, Heritage and Local Government each year (in recent years between the end of November and the middle of January).

At the Annual Budget meeting, or at any adjournment of the meeting held within 21 days, the elected members must adopt the Local Authority Budget with or without amendment(s) and determine the "rateable valuation multiplier".

Public notice must be given that the draft budget has been prepared and is available for public inspection and this notice must give details of the date, time and venue for the Budget meeting. A copy of the adopted Budget must be made available for public inspection and purchase at the principal offices of the local authority during normal office hours.

Annual Financial Statement

After the close of the financial year a summary of the accounts in prescribed form, called the "Annual Financial Statement", is prepared. The Annual Financial Statement (AFS) contains details of expenditure and income, both revenue and capital, for each of the eight programme groups for the year in question. The AFS is prepared on an Accruals Accounting Basis. It also contains a Balance Sheet, statements of debtors and creditors, and other explanatory statements.

The AFS includes notes to the accounts to aid in their interpretation. Following the preparation of the AFS, the Statement together with a report on it by the County Manager, must be forwarded to each member of the local authority and the AFS must be considered at a meeting of the local authority. It is then forwarded to the Department of the Environment, Heritage and Local Government. The Department nominate a Local Government Auditor to audit the final accounts of the local authority.

Budgetary Control The Head of Finance is charged with the control of expenditure by seeing that it is properly authorised, that annual allocations are not exceeded except with special authority, and that revenues are punctually collected.

Creditors' Payments All accounts for goods, services etc. are processed through the Accounts Section, having been passed for payment by the certifying officer of the relevant section within the Council. Tax is deducted from payments as required by law.

Payment for the supply of goods or services must be made by the date specified in a written contract. If there is no written contract or if the payment date is not specified in the written contract, payment must be made within 30 days of receipt of an invoice or receipt of goods, whichever is later. If payment is not made within this period, interest is payable in respect of the period beginning on the expiry of the specified 30 days and ending on the date on which the payment is made. The rate of interest is fixed by the Minister for Enterprise, Trade and Employment. In the case of a dispute,

a supplier may refer the dispute to arbitration in which case the purchaser must agree to arbitration.

Payroll The Finance Section is also responsible for payment of wages, salaries and pensions. Arrangements are made for deduction and payover of P.A.Y.E., P.R.S.I., superannuation contributions, V.H.I., life assurance etc.

Receipts (Cash) Office Any member of the public can call to the Receipts (Cash) Office to pay any type of account. Payment can be made by cash, cheque, postal order/money order, laser/credit card. Third party cheques are not accepted.

Hours of opening:

9.10a.m. – 4.00pm (Including Lunchtime Opening)

Insurances / Risk Management

It is the responsibility of the Head of Finance to ensure that insurance cover is arranged for all risks, in particular, Public Liability, Employers Liability and Fire. Risk Management is another important function performed by him/her. Insurance claims are handled by the Administrative Officer who liases with the Council's insurers and legal advisers.

Water Charges

The Council may charge for the supply of water for purposes other than domestic. The charge may be a fixed amount or based on the quantity of water used.

Payments may be made in any of the following ways:-

- At the Receipts (Cash) Office, County Hall, Kilkenny during office hours.
- By bank standing order/bank giro.
- An Post Billpay.

Non-payment of water charges may lead to legal action for recovery of the amount due and to disconnection of the supply.

INTERNAL AUDIT

An important function of the Finance Section is the undertaking of a system of internal audit and control.

The fundamental role of the internal auditor is to be independent of his organisation and report on control weaknesses and make sure they are followed up in an appropriate timescale

“provide assurance that in key risk areas, standards and policies are in place and are being implemented effectively”

Internal Auditor should be seen as “A valued player to the business, as opposed to one that goes around asking difficult questions without adding a lot of value”

EXTERNAL AUDIT OF ACCOUNTS

Description

The Local Government Auditor is appointed by the Minister for the Environment, Heritage and Local Government to audit the accounts of the Local Authority and to report on them.

Notice of the commencement of the audit is published. The annual financial statement, vouchers and other documents must be made available for inspection during office hours by any member of the public and a copy may be purchased at a price not exceeding the reasonable cost of making a copy.

An objection to the auditor may be made by any person in respect of the inclusion of any item in, or the omission of any item from, the accounts. Such objection must be made in writing and must be made within 10 days of the commencement of audit. The auditor must consider such written objections, make a decision on same and convey such decision to the local authority.

Following receipt of the audited financial statement, it is considered by the local authority together with the auditor’s report, if any.

The Minister for the Environment, Heritage and Local Government may direct that an extraordinary audit of accounts of a local authority be carried out, if it appears to the Minister appropriate to do so.

TREASURY MANAGEMENT

Description

The Finance section is responsible for the management of the Council’s cash transactions including banking, borrowing, leasing and investments.

CONTRIBUTION TO VOCATIONAL EDUCATION COMMITTEES

Description

The Council makes an annual contribution to the Vocational Education Committee (VEC). It is based on the valuation of commercial property.

PAYMENT OF WAGES & SALARIES

Description

The Finance Section is responsible for payment of wages and salaries. Arrangements are made for deduction and payover of P.A.Y.E., P.R.S.I., superannuation contributions, V.H.I., life assurance etc.

Whenever a variation in the remuneration of employees arises, the prior consent, by resolution, of the elected members is required.

PAYMENT OF TRAVELLING EXPENSES & SUBSISTENCE ALLOWANCE

Description

Travel expenses and subsistence allowances are paid to local authority staff in accordance with the provisions laid down in the Circulars relating to Travel and Subsistence. The finance section is responsible for payment of these expenses and allowances based on expense forms received from staff and authorised by line managers.

PAYMENT OF PENSIONS TO FORMER STAFF, SPOUSES AND CHILDREN

Description

The Finance Section is responsible for payment of pensions (former staff of the Council, V.E.C and Committee of Agriculture/ Spouses and Children) including deduction of P.A.Y.E and any other statutory or non-statutory deductions as required.

PUBLIC PROCUREMENT

Description

Public Procurement rules govern the award of contracts for the purchases of works, goods and/or services by public bodies. Contracts that exceed specified financial thresholds are subject to one of four EC Public Procurement Directives, implemented by Irish law.

Where the EC Public Procurement Directives do not apply, Irish public bodies are required to follow the Green Book and Public Procurement Guidelines Competitive Process – Supplies and Services, both published by the Department of Finance.

Public sector tendering procedures are designed to ensure transparency and accountability in the placing of public contracts funded from local, national and EU revenue.

Contracts are usually advertised on the eTenders website and in the national press. EU Directives set out the thresholds in respect of Works, Service, Supplies and Utilities Contracts. If contracts exceed the stated threshold the contract must be advertised in the Official Journal of the European Union (OJEU). Prior Indicative Notices (PIN) are no longer obligatory but are encouraged as an aid to transparency where there is significant procurement. Publication of a PIN entitles authorities to avail of shortened times for submission of tenders.

Tendering may be carried out using Open Tender procedures (open advertisement), Restricted Tender procedures (selected contractors invited to tender) or Negotiated Tender (negotiation with individual contractor). Tenders may not necessarily be awarded to the lowest tenderer – the most economically advantageous tender may be successful.

In addition, most local authorities have their own purchasing procedures. Purchasing procedures within the local authority will specify the number of quotations required, the level of authorisation for acceptance of tenders, issuing of orders and authorisation of payments.

ASSET MANAGEMENT

The Council is required to identify and quantify all of its non-infrastructure assets, for inclusion in the Balance Sheet of the Annual Financial Statement (AFS).

Sports & Leisure

Description

The Council operates a Sports & Leisure Centre at Loughboy, Kilkenny. Comprising of All Weather Athletic Track, All Weather Playing Pitch, Soccer Pitch, Changing Rooms and Showers. This facility currently comprises of swimming pool, gym, and ancillary facilities. It is expected that these works will be completed by the end of 2008.

Higher Educations Grants

Description

The Council awards grants to eligible students attending approved full-time courses in third level institutions in Ireland and other EU countries. Grants are on a graduated basis and may contain a maintenance element, as well as fees (where exemption from fees does not apply) and charges for student services, registration and examinations. The value of grants and the income limits for eligibility are set annually by the Minister for Education and Science. The bulk of the cost is recouped from the Department of Education and Science. Grants which are means tested are awarded in accordance with the Higher Education Grants Scheme, which is prepared annually by the Department of Education and Science, and adopted by the Council for this Local Authority. The Scheme sets out details of grant eligibility and the grants payable. Special rates of maintenance grants payable to disadvantaged grant holders were introduced in the academic year 2000/2001 (Top-Up Grants).

Residential Homes & Special Schools

Description

The Council contributes towards the cost of maintaining children from the County in residential houses and special schools. The cost of such maintenance is fixed by regulations.

PUBLIC-PRIVATE PARTNERSHIPS

Description

PPPs are essentially partnerships between public sector organisations and private sector investors and businesses for the purpose of designing, planning, financing, constructing and / or operating infrastructure projects normally provided through traditional procurement mechanism by the State.

The benefits of a PPP are that the public and private sectors will have certain advantages relative to each other, and these advantages can be exploited so as to deliver a superior project or service in the most economically efficient manner. The risks are identified from the outset and a key aspect of PPPs is that risks are placed with the party best able to manage them. As a number of risks associated with the designing, building and operation of the asset may be transferred to the private partner, the risks facing the local authority are lowered. As the private sector is paid according to their performance, the incentive to perform is heightened.

The main types of PPPs are –

- Outsourcing and service contracts;
- Design, build and operate contracts;
- Design, build, operate and finance contracts;
- Concession contracts;
- Joint Ventures arrangements.

FINANCIAL GUARANTEES GIVEN BY LOCAL AUTHORITIES

Description

From time to time, local authorities become involved in capital projects which require financial commitments, including financial guarantees. Local authorities must, in considering possible involvement in projects of this nature, ensure that any such involvement could not have serious financial consequences for them into the future which could prejudice their ability to provide quality services to the public.

The services of the Finance Area can be availed of by the public by calling to the Finance Office at County Hall, John Street, Kilkenny during office opening hours.

9.00am – 5.00pm Monday to Friday

Telephone 056 7794222

E-Mail accountspayable@kilkennycoco.ie

debtcollection@kilkennycoco.ie

CLASSES OF RECORDS

The classes of records held by the Sections are as follows:-

- Individual rate accounts;
- Applications for rate relief;
- Applications for revision of valuation;
- Copies of appeals to Commissioner of Valuation;
- Individual legal proceedings files;
- Notifications of property sales;
- List of suppliers;
- Records of payments made to individual suppliers/customers (includes withholding tax, subcontractors tax, VAT details);
- Records of payments received from individual customers;
- Telephone bills received from staff;
- Planning Bond details;
- List of retired and serving staff (includes personal nos.);
- Pension, salary and wages payment history records of retired and serving staff;
- PAYE records;
- Wagesheets (temporary officers);
- Individual Bank Account details received from staff;
- Individual sick pay files (includes social welfare details);
- Files on investigations;
- Files on insurance claims;
- Individual Water Charge Accounts / Waiver Applications;
- Correspondence from the public.
- E-Mails/Spreadsheets/Databases etc.

Administration

The Sections hold files:-

- Rates , maps and lists of requests for revision of valuation, various classes of property, mountain commonage/rights, Valuation Tribunal. Accounts , insurance policies.
- Financial records, statistics, instructions to staff, advertisements and miscellaneous correspondence.

FINANCE STAFF

**JOHN DEMPSEY
HEAD OF FINANCE**

GRADE	GENERAL / H.E.G. / PAYROLL	DEBT COLLECTION / RATES
<i>Fin. Mgt. Acc.</i>	1	
<i>Admin. Officer</i>	1	
<i>Internal Auditor</i>	1	
<i>Senior Staff Officer</i>		1
<i>Staff Officer</i>	2	
<i>Asst. Staff Officer</i>	2	5
<i>Clerical Officer</i>	4	

MOTOR TAXATION

The Motor Tax Office provides a wide range of services in relation to Motor Taxation (Vehicle Licensing) and Driver Licensing on an agency basis for the Minister for the Environment, Heritage and Local Government.

VEHICLE LICENCING

Vehicle Licence (Tax Disc) Vehicles which are used on public roads must be licensed. To apply for a first licence, the vehicle must have already been registered by the Revenue Commissioners. Renewal is required on expiry of the first licence and either quarterly or half yearly or yearly thereafter. The periods covered by each licence must be consecutive and any "gaps" must be covered by a declaration witnessed at a garda station relating to non-use of the vehicle or by the payment of arrears.

Testing of private cars, known as National Car Test (NCT) has been phased in over the past few years. All private cars which are over four years old are now tested.

In the relevant year cars are tested on the anniversary of the first registration date and subsequent tests are carried out every TWO years.

Change of Ownership Where a vehicle changes ownership, the person selling the vehicle should ensure that notification is sent to the appropriate authority, otherwise her/his name will continue to appear as the registered owner of the vehicle and s/he could be held accountable for parking or other offences involving the vehicle.

Supply of licensing particulars The Motor Tax Office supplies, free of charge, full particulars of any licensed vehicle to - any other licensing authority, An Garda Síochána, the Revenue Commissioners, any Department of State or any Local Authority exercising functions pursuant to the Local Authorities (Traffic Wardens) Act, 1975.

It will also supply such information to any person who has a reasonable cause for requiring it, at a fee as set down from time to time.

Court Certificates Court Certificates are requested from the Motor Tax Office by An Garda Síochána and other local authorities. The purpose of a court certificate request is to ascertain the registered owner and tax particulars of a vehicle on a given date. The court certificate is presented as a form of evidence in court regarding offences and also to assist in the collection of parking fines by local authorities.

Trade Licence To enable persons involved in the sale and repair of vehicles to carry out their business, a facility exists whereby on payment of an annual licence fee a special unique number (Trade Plate) may be assigned to a motor trader. The trade plate can be displayed on any vehicle used as part of the trader's business.

Trade licences may be issued for a maximum period of one year.

If an application for a trade licence is refused, the applicant has a right of appeal against such refusal to the District Court.

Repayment Repayments are made in cases where an error was made in the calculation of the appropriate duty at the time the vehicle was taxed or the duty was paid more than once for the same vehicle for the same period. The overcharge is refunded in full.

Weighbridges There are 7 Authorised Weighbridges in the Kilkenny County Council area.

Kilkenny Borough Council, Fair Green, Kilkenny.

Glanbia Plc, Tinnahinch, Graiguenamanagh, Co. Kilkenny

Glanbia Plc, Ballyhale, Co. Kilkenny

Glanbia Plc, Ballyragget, Co. Kilkenny

William Dalton & Sons, Chancellors Mills, Freshford Road, Co. Kilkenny.

William Connolly & Sons, Red Mills, Goresbridge, Co. Kilkenny.

Callan Co-op Ltd., West Street, Callan, Co. Kilkenny

Trailer and Semi-Trailer Licensing There is a legal obligation to register and licence certain trailers and semi-trailers used for the carriage of goods. The requirements do not apply to agricultural trailers.

Certificate of Roadworthiness Certain vehicles are subject to roadworthiness requirements prior to licensing. Vehicle testing is operated by approved garages appointed by the Council (see below). These garages conduct tests on vehicles, record the results and issue pass or fail statements of results to the vehicle owners as appropriate. A pass statement may be exchanged for a Certificate of Roadworthiness at any time within its period of validity at the appropriate Motor Tax Office. All Certificates of Roadworthiness are now valid for a period of one year from the date of testing.

List of Authorised Testers

Kilkenny Truck Centre, Callan Road, Kilkenny. Phone (056) 7722830

Freshford Garages Ltd., Freshford, Co. Kilkenny. Phone (056) 8832234

Pierce Kavanagh Properties Ltd., Urlingford, Co. Kilkenny. Phone (056) 8831213

Rolor Commercials, Grannagh, Via Waterford, Co. Kilkenny. Phone (051) 877930

Heavy goods vehicles are vehicles with an unladen weight greater than 1,524kgs.
Light goods vehicles are vehicles with an unladen weight of 1,524kgs or less.

DRIVER LICENSING

Learner Permit A Learner Permit is a permit issued to enable a person to learn to drive and to apply for a driving test.

Applications for first Learner Permit must be accompanied by a valid Theory Test Certificate for the category/categories concerned..

The holder of a Learner Permit may apply to have the permit renewed. However, where applying for a third or subsequent Permit evidence is required of having:-

undergone a driving test within two years of date of application

or written notification from Road Safety Authority of having applied for a driving test.

A Learner Permit is issued for one or two years as appropriate.

Driving Licence A "full" driving licence is first issued where applicant has recently passed a driving test or where applicant wishes to exchange a driving licence issued by another EU Member State or "recognised country". The holder of a driving licence may apply within four months of its expiry to have it renewed.

A one, three or ten year licence is granted as appropriate.

PSV Driver's Licence Drivers of small public service vehicles must obtain a special PSV driver's licence before they can drive this category of vehicle. The relevant fee is paid to the Motor Tax Office and the PSV licence is issued by An Garda Síochána following a special test.

INFORMATION AVAILABLE

Further information on these services can be requested from:

Motor Taxation Office, County Hall, John Street, Kilkenny.

Phone (056) 7794100.

Fax (056) 7794004

E-mail motortax@kilkennycoco.ie

Website www.kilkennycoco.ie

CLASSES OF RECORDS

The classes of records held by the Motor Tax Office are as follows:-

The Office holds files on:

- Vehicle and trailer licensing, trade licences, certificates of roadworthiness ,Driver Licensing ,Disqualifications etc.
- Statistics, financial records, instructions to staff and miscellaneous correspondence.

Glossary of Terms & Acronyms

A list of acronyms and terms commonly used by your local authority, e.g. PMDS, LANPAG, etc...along with an explanation of the term should be included in this page, e.g.

LANC	Local Authority National Council
PMDS	Performance Management & Development System
LANPAG	Local Authority National Partnership Advisory Group
DoEH&LG	Department of Environment, Heritage & Local Government
CCMA	County & City Managers Association
LGCSB	Local Government Computer Services Board
LRC	Labour Relations Commission
PVG	Performance Verification Group
SPC	Strategic Policy Committee
DoS	Director of Services
SEO	Senior Executive Officer
FoI	Freedom of Information
PMAMG	Performance Management Advisory & Monitoring Group
Cathairleach	

APPENDIX

STATUTORY PLANS, REGISTERS ETC. AVAILABLE FOR PUBLIC INSPECTION

Housing

Register of Private Rented Accommodation

Roads

Schedule and map of public roads

Planning

County Development Plan

Western Environs Plan

Local Area Plan for Mooncoin, Piltown, Fiddown, Gowran, Ballyragget, Ballyhale, Knocktopher, Urlingford

Local Area Plans for other villages in the County (preparation stage)

Housing Strategy

Planning Register

Register of Warning Notices

Register of Enforcement Notices

Environment

Waste Register – to include register of Waste Permits and Waste Collection Permits

South East Waste Management Plan 2000 - 2021

Water Pollution – Register of Licences (Water)

Water Pollution – Register of Licences (Sewers)

Register of Water Abstractions

The South East River Basin District management system

Air Pollution – Register of Licences

Litter Management Plan 2003-2006

Building Control

Register of Building Control Records

Register of Commencement Notices

Fire Services

Register of Fire Safety Notices

Register of Dangerous Substances Licences

Rates

Rate Books

Valuation Lists

Finance

Local Authority Budget

Annual Financial Statement

Register of Electors

Register of Electors

List of Leaflets and Booklets issued by Kilkenny County Council, DOEHLG and

Other bodies

HOUSING

DOEHLG

Your Housing Options

Voluntary Housing Schemes

Local Authority Housing

Improvement Works in Lieu of Local Authority Housing
Mortgage Allowance Scheme
Local Authority Loans for House Purchase and Improvement
Accommodation Options for Homeless People
Tenant Purchase Scheme
Shared Ownership Scheme
Charter for Rented Housing

ROADS

DOEHLG

Landowners and The Roads Act – A Guide
Junior School Warden Service

MOTOR TAXATION

ROAD SAFETY AUTHORITY

Rules of the Road

PLANNING

Planning and the Business Person-Information Pack
Explanatory Guide to completing Planning Application Form
Development Contribution Scheme

DOEHLG

A Guide to Planning Permission PL.1
Making a Planning Application PL.2
Commenting on a Planning Application PL.3
Building a House – the Planning Issues PL.4
Doing Work around the House – The Planning Issues PL.5
Agriculture and Farm Development – The Planning Issues PL.6
Planning for the Business Person PL.7
The Development Plan PL.8
Environmental Impact Assessment PL.9
Making a Planning Appeal PL.10
A Guide to Architectural Heritage PL.12

BUILDING CONTROL

DOEHLG

A Guide to the Building Regulations PL.11

FIRE SERVICES

DOEHLG

Various Fire Safety Leaflets issued by National Safety Council.
Code of Practice for the Management of Fire
Safety in places of Assembly

ENVIRONMENT

Leaflets, Booklets and Videos available at the environment section of Kilkenny County Council. produced by KKCC, DOELG and Other Bodies. (The educational videos are given to schools and community groups on a lending scheme only.)

Kilkenny County Council

Poop Scoop
Litter and the Law
Burning of Waste
No time to waste
Recycling Activity Sheet
A guide to Kilkenny County Councils Recycling Facilities

Dunmore Civic Amenity / Kerbside Door to Door
 Recycling initiatives on your doorstep
 Kerbside Collection
 A Guide to Real Nappies
 Woodstock Gardens and Arboretum
 Kilkenny County Councils Guidelines for Business(Waste Management (Packaging) Regulations 2003)
 Composting Chart
 Home Composting Guide
 A lot of Garbage? Then try vermicomposting.
DOELG
 Composting is Easy - RAW
 Ban on bituminous Coal in Kilkenny Borough and adjoining built-up areas in County Kilkenny
 Race Against waste – Small Change – Small steps to manage business waste
 20 Waste Prevention and Minimisation Tips
 The Plastic Shopping Bag Levy
 A Festive Guide
 A Guide to the Noise Regulations
 Dog Control
 Protect Waters from Pollution by Nitrates
 EPA – The state we're in
 ENFO
 Step 2 – Do the right thing. Recycle
 Step 3 – Reusable bags
 Christmas and the Environment
 Information on the environment
 UNEP-Infoterra
 Did you know your actions are adding to climate change?
 Environmentally Friendly Gardening
 Litter management – Litter Action and Local Image
BRIEFING SHEETS
 FS4 River Water Quality
 FS5 Control of Dogs
 FS12/1 Water Management
 BS22 Water Supply
 BS29 Asbestos in Your Home
 WM2/FS12/3 Legislation Waste Management
 WMO5 Waste Management - Recycling - Paper
 WM06 Recycling – Glass
 WM07 Recycling – Metals
 WM08 Recycling – Oil
 WM09 Recycling – Batteries
 WM11 Recycling - Construction and Demolition Waste
 AS16 Building in Towns and Villages
 AS20 Making a Wildlife Garden
 SD 7 Sustainable Agriculture
 SD 9 Sustainable Marine Resources
 SD 11 Sustainable Industry / Business
 SD 12 Sustainable transport

SD 15 Waste & Sustainability
 SD 17 Waste & Sustainability
 Sustainable Forestry
 Air & Sustainability
 Government Strategy to promote and facilitate sustainable development standards
 Public action for sustainability
 A shopping and investment guide to sustainable living
 Some pressures on the global and European Environments
 A better place to live in... Your home and the environment
 Irish Energy Centre
 Home energy survey
 Sustainable transport
 Central Fisheries Board
 Something Fishy – Learning about fish and fishing
 South East River Basin District
 World Wetlands Day
 National Development Plan
 South East River basin District Management System – Protecting water for the future
 Making Way for Cleaner Irish Waters
 Are you burning out?
 Farm Animal Welfare Advisory Council
 Animal Welfare Guidelines for Sheep farmers (Dept of Agriculture and Food)
 Weather Soil and Pollution from Agriculture
Teagasc
 Soil Analysis & Fertilizer, Lime, Animal manure & Trace Element Recommendations
Food Safety Authority
 How to make a complaint about food
 How to understand food labels
Real Nappies
 Páiste Sásta
 The Baby Orchard
 Ecobaby
 Cotton baby
 Poppets Nappy service
 EEnee Design
 Bambino Mio – Cotton nappies and accessories
 Bambino Mio – Naturally the best
Composting
 Muck and magic
 IPCC Choose Peat Free
 IPCC Guide to community composting
 A guide to seed collection
 Birds and wildlife in your garden
Fair Trade
 Small change, Big difference *Oxfam*
 Better business, better beans *F.T. Ireland*
 A taste for life *F.T. Ireland*
An Taisce
 Green Schools – Towards a sustainable lifestyle; & Application form
 Your Guide to National spring Clean

Sherkin Comment, Quarterly Newspaper

Video Selection

The Environment. You can make a difference. *DOELG*

Introduction to Biogas

Floopy

The Sanitary Landfill Application

From Source to Sea

Talking Rubbish

The State we're in. *EPA*

Concrete. Benefits to the Environment

Industry and the Environment

The Earth at Risk – Environmental video series- recycling

Recycling: Conserving natural resources

Waste Disposal in Ireland

Return to sender

In the bag

Fair Comment *Fair Trade*

Better Waste Management 7 Easy Steps

The need for landfill

Naturally the Best – Real Nappies

REGISTER OF ELECTORS

DOEHLG

How the Dail (House of Representatives) is elected [1999]

How the Seanad [Senate] is elected [1999]

How the President is Elected (1999)

European Parliament – How Ireland's Representatives are Elected (1999)

The Referendum in Ireland (1999)

The Register of Electors a guide (1999)

Information for Voters with Disabilities (1999)

How members of Local Authorities are elected [1999]

GENERAL ADMINISTRATION

KILKENNY COUNTY COUNCIL

Corporate Plan 2005 - 2009

Annual Report

FOI Reference Books

