

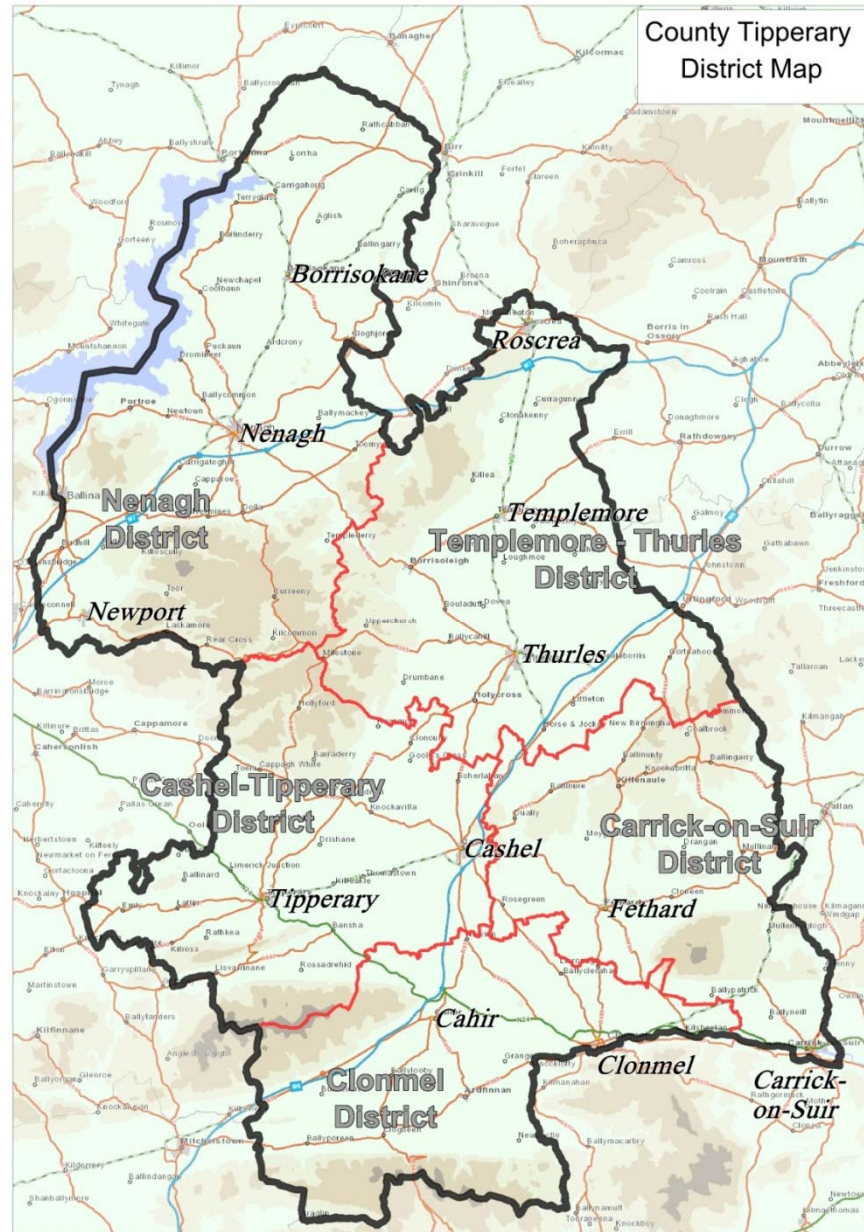


Comhairle Contae Thiobraid Árann
Tipperary County Council

***LOCAL AUTHORITY ROADS DEPARTMENT ADMINISTRATIVE
TRAINING WORKSHOP***

Tuesday 8th November 2016.
Athlone, Co. Westmeath.





COUNTY TIPPERARY ROAD CLASSIFICATION

Municipal District Area	Nenagh	Templemore Thurles	Clonmel	Cashel Tipperary	Carrick On Suir	Totals
Motorway	39	34	25	15	6	119
National Primary	0	0	38	16	11	65
National Secondary	52	52	6	21	14	145
Total (National)	91	86	69	52	31	329

Regional	289	147	146	171	150	903
Local Primary	496	484	347	294	291	1912
Local Secondary	453	367	245	328	295	1688
Local Tertiary	261	232	210	167	120	990
Total (Regional & Local)	1499	1230	948	960	856	5493

Overall Total including Motorways	1590	1316	1017	1012	887	5822
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Overall Total excluding Motorways	1551	1282	992	997	881	5703
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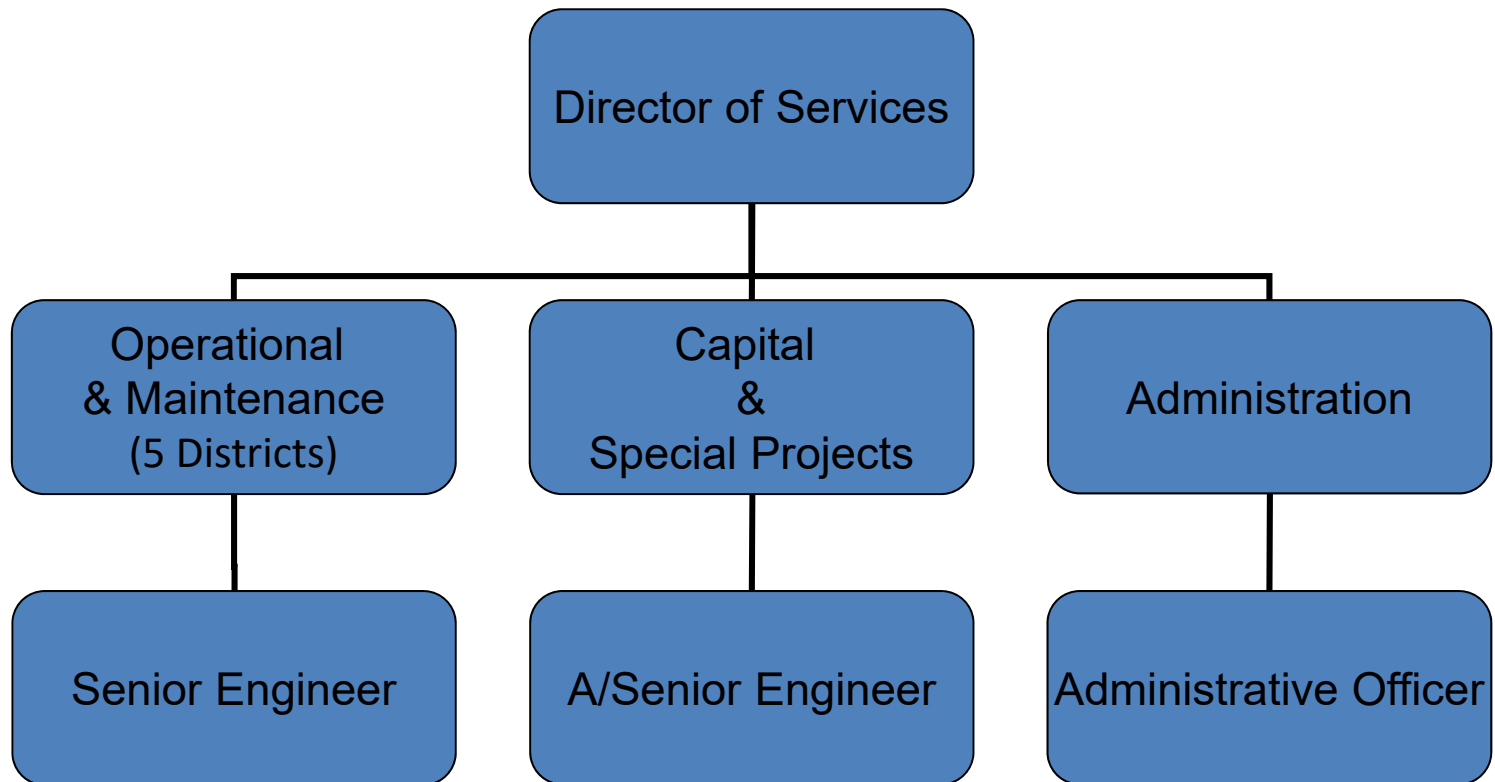


ORGANISATIONAL STRUCTURE

- **Head Offices – Management, Engineering & Administrative including Road Design Offices.**
- **Five Municipal District Offices – Engineering, Technical & Administrative staff in each office.**
- **Machinery Yard – 63 staff (incl. 13 temporary) Engineering, Administrative, Technical Services Supervisor, Drivers, Fitters, Storemen**
- **Outdoor Staff – 300 staff incl. 20 General Services Supervisors, Gangers/Road Workers – permanent & Temporary.**

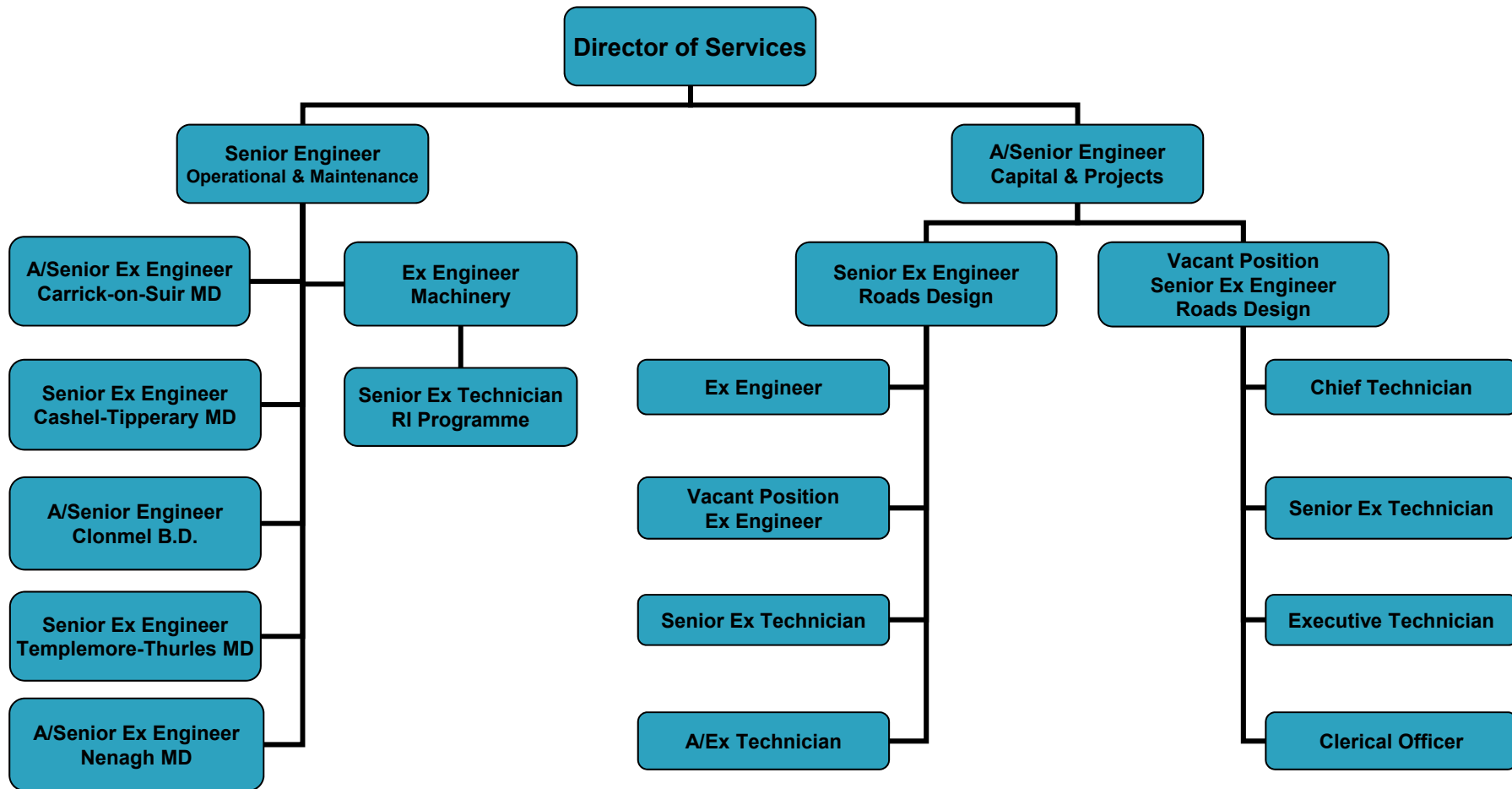


Roads Section Management Team

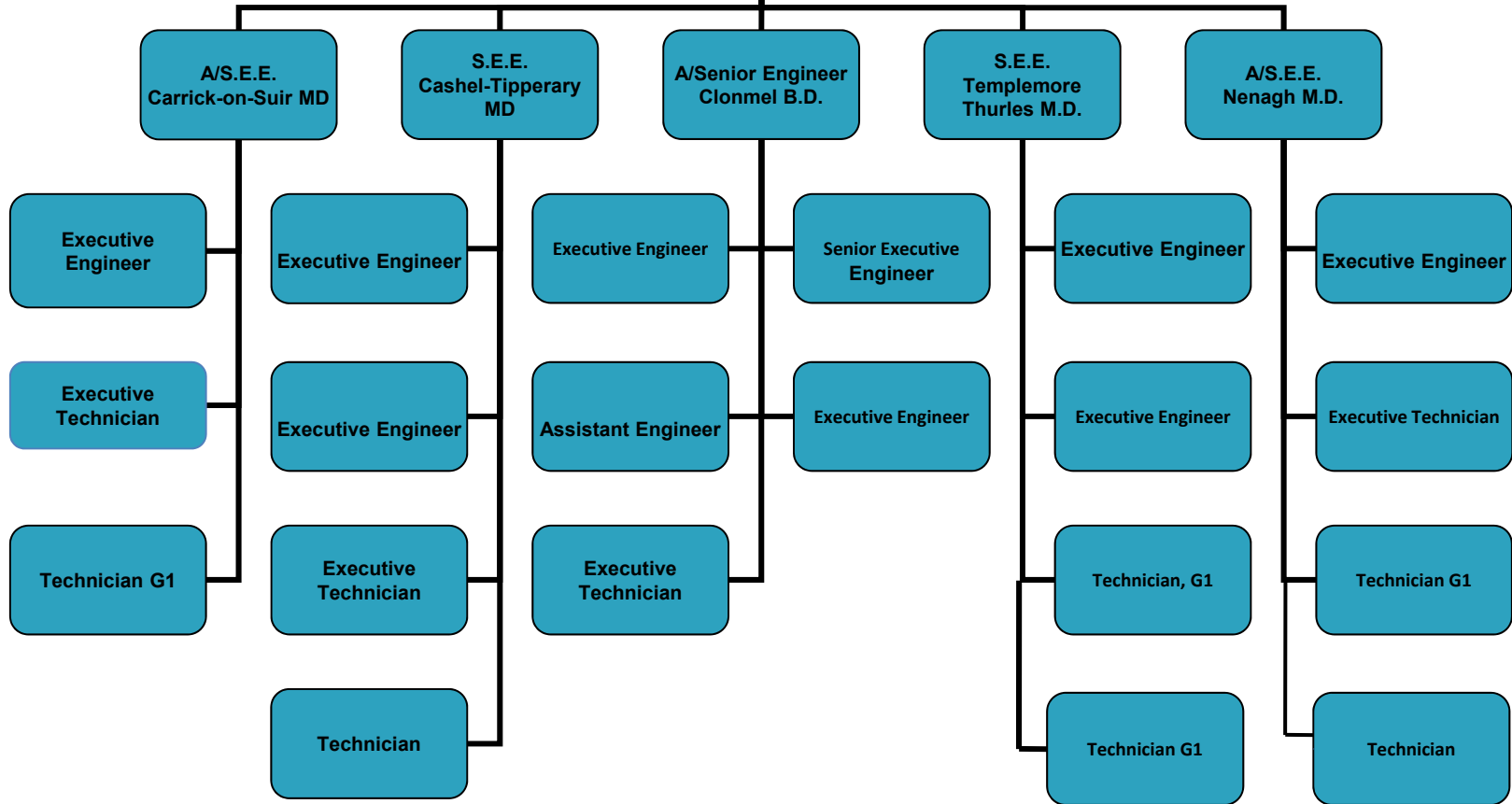


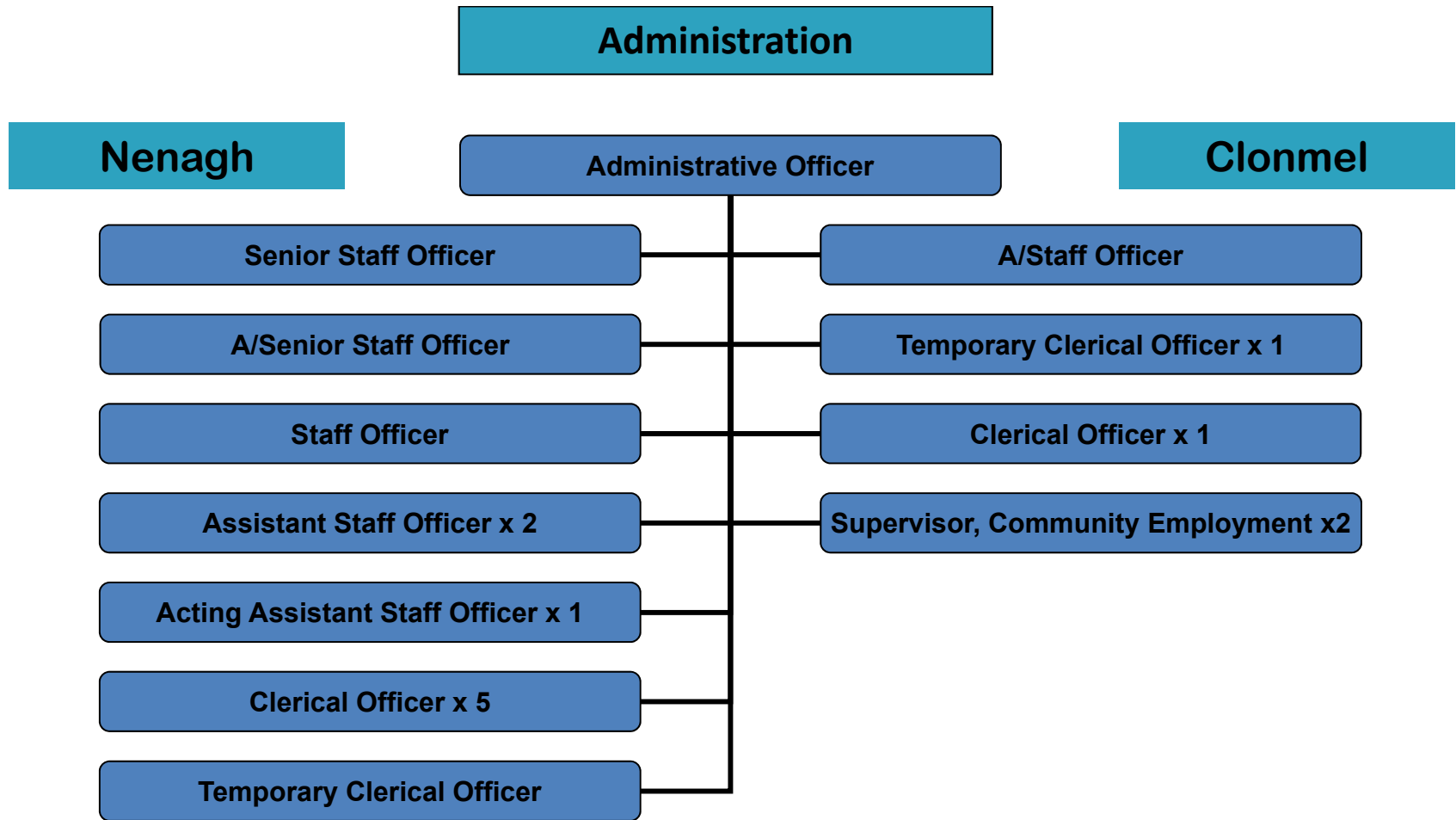
Operational & Maintenance

Capital & Special Projects



Districts Engineering & Technical



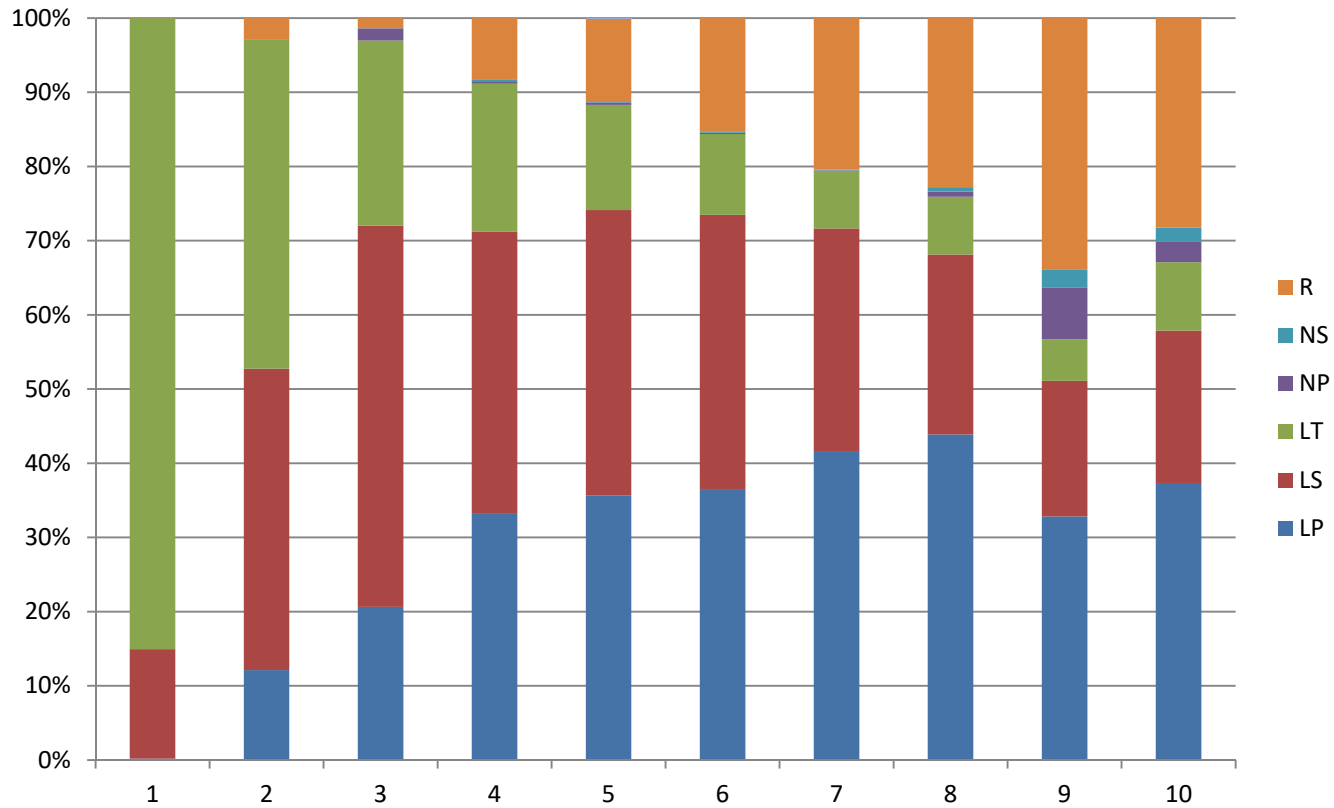


MACHINERY YARD

- **Timesheets and Administrative Back Up for Machinery Yards**
- **Setting up of Winter Maintenance Codes for Salting**
- **Arranging payment of allowances for Duty Engineers**
- **Circulating and implementation of Circulars on Winter Maintenance**
- **Arranging Purchase Orders and Stock Orders**
- **Arranging Machinery Yard Charge Out of Expenditure**
- **Fleet Management for County (Plant/Machinery – 210)**



ROAD CLASS PERCENTAGE BY RATING



ROADS FINANCE

- **Manage Roads Budgets of €38m approx across 5 Municipal Districts**
- **Co-ordination of Roads Allocations**
- **Managing Returns to the DTTAS and TII**
- **Monthly PRS Claims (Monthly deadlines and differing eligibility criteria) (Refer to Schedule of Payments)**



ROADS FINANCE (CONTD)

- **Collecting information for the Public Spending Code**
- **Budget preparation – co-ordinating all District submissions**
- **3 year Capital Programme**
- **Active/Smarter Travel**
- **Greenway**
- **OPW Schemes (Funding applications)**



ROADS FINANCE (CONTD)

- **Auditor Queries**
- **Managing Agresso Expenditure Templates**
- **Securing additional Grant Allocations where possible including severe weather, CLAR etc**
- **Travel & Subsistence allocations & budget monitoring for Roads & Districts**
- **Other Service Budgets such as, Street Cleaning, Open Spaces, Drainage Districts**



TIPPERARY COUNTY COUNCIL ROADS FUNDING 2016 (INITIAL ALLOCATIONS)

Grants (Nov to Dec)

- National Roads € 3,351,875
- Regional and Local Roads €15,913,780

Own Resources (Jan to Dec) € 8,304,444

Severe Weather € 6,053,480



SAMPLE 2016 PAYMENT RUN SCHEDULE

MONTH	SUBMIT CLAIM TO TII BY 12.30PM ON	TII INSPECTOR CHECKS CLAIMS	TII LETTER FOR DRAWDOWN ISSUED TO DTTaS	PAYMENT TO LA ACCOUNT
Jan – Run 1*	Friday 15 th	Monday 18 th	Monday 18 th	Friday 22 nd
Feb – Run 1***	Friday 5 th	Monday 8 th	Monday 8 th	Friday 12 th
March – Run 1	Friday 4 th	Monday 7 th	Monday 7 th	Friday 11 th
March –Run 2***	Friday 11 th	Monday 14 th	Monday 14 th	Monday 21 st
March-Run 3****	Friday 18 th	Monday 21 st	Monday 21 st	Tuesday 29 th
April – Run 1***	Friday 8 th	Monday 11 th	Monday 11 th	Friday 15 th
April – Run 2	Friday 15 th	Monday 18 th	Monday 18 th	Friday 22 nd



MONTH	SUBMIT CLAIM TO TII BY 12.30PM ON	TII INSPECTOR CHECKS CLAIMS	TII LETTER FOR DRAWDOWN ISSUED TO DTTaS	PAYMENT TO LA ACCOUNT
May – Run 1	Friday 6th	Monday 9th	Monday 9th	Friday 13th
May – Run 2	Friday 13 th	Monday 16 th	Monday 16 th	Friday 20 th
May – Run 3	Friday 20 th	Monday 23 rd	Monday 23 rd	Friday 27 th
June – Run 1***	Friday 3 rd	Tuesday 7 th	Tuesday 7 th	Monday 13 th
June – Run 2	Friday 10 th	Monday 13 th	Monday 13 th	Friday 17 th
June – Run 3	Friday 17 th	Monday 20 th	Monday 20 th	Friday 24 th
July – Run 1	Friday 8 th	Monday 11 th	Monday 11 th	Friday 15 th
July – Run 2	Friday 15 th	Monday 18 th	Monday 18 th	Friday 22 nd
July – Run 3	Friday 22 nd	Monday 25 th	Monday 25 th	Friday 29 th



LICENCES AND PERMITS

- **Abnormal Load Permits**
- **Roads Abutting Certs**
- **Road Opening Licences (RMO)**
- **Bus Stop Approvals**
- **Community Hackney needs analysis with TCU**



CAPITAL AND DESIGN

- **Support to Design Offices including Contract administration**
- **Follow up on Land transfers**
- **Admin on Legacy Schemes, e.g. M8 Cashel Mitchelstown Scheme**



ELECTED MEMBERS

- **Dealing with Representations (CRM System)**
- **Roads Management Reports for Council Meetings**
- **Co-ordinate Responses to Roads Notices of Motion as required**
- **Administration & support to Roads SPC**
- **Tertiary Roads funding co-ordination**



CORPORATE/MANAGEMENT ISSUES

- **Roads submissions for Annual Reports, Corporate Plans and Annual Service Delivery Plans.**
- **Performance Indicators**
- **Management of CRM system within Roads**
- **P.L. Claims, dealt with by Corporate with input by Districts**



CORPORATE/MANAGEMENT ISSUES (CONTD)

- **Preparation & logging of Delegated Employee Orders**
- **Responses to Freedom of Information & AIE requests**
- **Dealing with Ombudsman queries & preparing responses**
- **Administration & support for Department meetings**

GENERAL ADMINISTRATION INCLUDING STATUTORY PROCESSES

- **Implementation of PMDS process**
- **Co-ordinating the issuing of section 70 Notices for Hedge cutting**
- **Road Closures**
- **Abandonment of Roads**
- **Extinguishment of Public Rights of Way**
- **Implementing Taking in Charge Process**
- **Managing Public Lighting in the County**

GENERAL ADMINISTRATION INCLUDING STATUTORY PROCESSES (CONTD)

Admin Support to Director of Roads, Transportation & Health and Safety

Admin Support to Senior Engineer, Roads

Speed Limit Review

Maintaining Road Schedule

Management of integrated CE Schemes in Clonmel, Cashel & Thurles

CIS scheme co-ordination

Administration of the On Call system

PUBLIC LIGHTING

Number of Lights – 14,853 consisting of

Sox – 6,617

Son – 7,710

LED – 200

Misc - 326

Energy Costs (unmetered) €1.2M. (metered) - €150,000

Maintenance Costs - €420,000

New tendering process

New National Database

HEALTH & SAFETY

- **Preparation of Roads Safety Statement and associated documentation**
- **Carrying out Risk Assessments and Ergonomic Assessments for Roads Office**
- **Co-ordinating Health & Safety Meetings**
- **Appointment of PSDP and PSCS**

ROAD SAFETY

- **Co-ordination role in Speed Limit review including draft bye-laws**
- **Road Safety Actions**
- **Road Safety Together Working Group**
- **Contributions towards Safer Cycling Initiative in Primary Schools**

PAY PARKING

- **Pay Parking in 9 Towns**
- **Budget of €3m approx**
- **E Parking Initiative**

End of Presentation
Thank You.