



Comhairle Contae Chill Mhantáin  
Wicklow County Council

## CANDIDATE INFORMATION BOOKLET

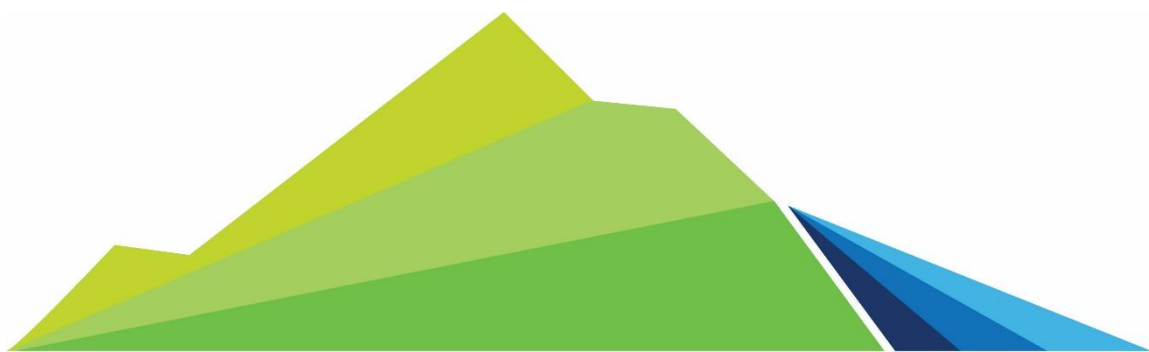
TEMPORARY SENIOR EXECUTIVE ENGINEER

**Ref: 01/2025**

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Closing Date for receipt of application:

**Thursday 6<sup>th</sup> February 2025 at 12 noon sharp**



W I C K L O W

Human Resources Department, Wicklow County Council

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# Comhairle Contae Chill Mhantáin

## Wicklow County Council

County Wicklow is located in the province of Leinster, and has a population of 155,485, 9.2% growth persons as stated in the preliminary 2022 census figures on the CSO website <https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/>

Wicklow shares its border with four other counties and has a total land area of 2,027 km<sup>2</sup>. The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13<sup>th</sup> largest of the Republic of Ireland's 26 Counties and is the 14<sup>th</sup> largest Local Authority area in terms of population.

Wicklow County Council is the Local Government Authority for County Wicklow and is responsible for the delivery of the full range of services. Wicklow County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Wicklow, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Wicklow County Council has an elected body comprising of 32 elected members and employs a workforce in excess of 800 employees, currently covering 5 Municipal Districts – Bray, Greystones, Wicklow, Arklow and Baltinglass. Our employees work in a dynamic and progressive local authority which promotes training and development of our employees who are our most valuable resource.

The 2025 annual revenue budget for the local authority is approximately €168 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme.

The day to day running of the Council is the responsibility of the Chief Executive and the Management Team

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# Comhairle Contae Chill Mhantáin

## Wicklow County Council

### **The Competition**

#### **Temporary Senior Executive Engineer**

##### **The Position**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Temporary Senior Executive Engineer.

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Temporary Senior Executive

The Council may have a requirement for Senior Executive Engineers across a range of disciplines, including but not limited to Road Maintenance & Construction; Road Design; Water Services; Housing Construction and Design; Community Projects, Planning and Environmental Services and Flood Relief Capital Projects. The Council works may include a variety of project works in conjunction with other agencies and state bodies.

The Senior Executive Engineer will report directly to the Senior Engineer, or such person as may be assigned from time to time by Wicklow County Council. Under the direction and supervision of the appropriate line manager, the post holder will provide engineering or ancillary services of an advisory, supervisory, or executive nature as may be required by the Council in the exercise and performance of any of its powers, functions and duties.

The Senior Executive Engineer will be required to lead a team or teams and to provide technical and managerial support across all local authority service areas and to liaise with external agencies and stakeholders. They may also be required to deputise for the Senior Engineer.

It is proposed to form a panel of qualified candidates from which temporary vacancies will be filled during the lifetime of the panel.

# Qualifications

## 1 Character

Candidates shall be of good character.

## 2 Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

## 3 Education, Training, Experience, etc.

**Candidates shall:**

- a) hold an honours degree (level 8 in the National Framework of Qualifications) or equivalent professional qualification in Engineering, and
- b) have at least seven years satisfactory relevant experience of engineering work and
- c) possess a high standard of administrative and management experience;
- d) have satisfactory knowledge of public service organisation

**In the event that an offer of employment is made, the candidate will be required to submit all relevant Educational Qualifications in order to meet the requirements above.**

## Desirable Skills & Experience

The ideal candidate for the position shall:

- have experience of managing and leading multi-disciplinary and cross functional teams and have the ability to motivate, empower, encourage and achieve maximum efficiency and value for money from the personnel and processes under his/ her control;
- have experience of managing and leading on the progress of construction projects.
- have experience of maintaining sound employee relations and conflict resolution;
- have experience of managing and scheduling a multiannual portfolio of projects within budget and on time;
- have an understanding of relevant legislation as it applies to Local Authority activities, in the context of a Coastal Local Authority, including but not limited to Planning, Environmental and Housing regulations.
- have a track record of delivering results;

- have an understanding of Local Authority services and structures in Ireland or have the ability to quickly acquire same;
- be capable of working in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups, including statutory agencies and state bodies.
- be experienced in meeting regularly with stakeholders (including elected representatives), providing updates,
- preparing presentations and reports, taking customer feedback and ensuring any learning from same is used to enhance the operations of the Organisation;
- be experienced in contributing to the operational and strategic planning processes and in the implementation of the agreed aims of same;
- have excellent interpersonal, communication and influencing skills;
- have good knowledge and awareness of statutory obligations of Health and Safety Legislation the implications for the Organisation and the employee, and their application in the workplace;
- have experience of managing finance and budgets and ensuring value for money;
- experience of providing information on the pattern of demand and activity and the skills to schedule/programme the carrying out of work;
- have an understanding of the role and duties of managers in safety management in the workplace;
- have good general ICT skills;
- have a focus on the customer and on service improvement including taking ownership and resolving issues arising;

## **Duties**

The duties of the post are to give to the local authority such appropriate management, administrative, executive, supervisory, advisory and ancillary services as may be required by the local authority in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by the local authority.

The duties of the post will include but are not limited to the following non-exhaustive list:

- Implement the agreed strategies as directed by the Senior Engineer to meet and to

expand or improve the range, quantity or quality of existing services provided by the Council;

- Implement, develop and maintain in-house quality management systems;
- Manage staff and to promote the training and development of such staff;
- Identify and agree individual work programmes, targets and deadlines and ensure their subsequent implementation and delivery;
- Build effective teams, motivate and maintain their commitment while maintaining sound employee relations and morale as relevant, in accordance with good employment practice and relevant legislation;
- Prepare budgets and ensure that works are implemented within allocated budgets, and in compliance with all relevant legislation and regulations concerning procurement, planning etc.
- Develop and maintain relationships with various government departments and external agencies to ensure co-operation and co-ordination in the implementation of work programmes;
- Carry out duties in an impartial manner that enhances public trust and confidence in the local authority decision making process;
- Carry out duties with a clear understanding of the political and local context of the local authority;
- Ensure compliance with Health & safety legislation and regulations, and the Council's corporate Health & Safety systems and
- Carrying out such other duties as may be assigned from time to time.

## **Principal Conditions of Employment**

A panel may be formed from which future temporary positions may be filled. The position will be fulltime, temporary and pensionable.

### **Probation**

Where persons who are not already permanent officers of a Local Authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect, during which such persons shall hold office on probation;
- (b) such period shall be three months (temporary contract) and six months (permanent contract) this period may be extended at the Chief Executive discretion;

- (c) such persons shall cease to hold such office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such persons in satisfactory.

**Salary: €76,772 - €95,815 per annum includes 2<sup>nd</sup> LSI 03/2024**

The salary shall be fully inclusive and shall be as determined from time to time in line with national policy. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Starting pay shall be determined in accordance with appropriate Departmental Circular letters. New Entrants will be placed on the minimum of salary scale.

**Hours of Work**

The person appointed will be required to work a 35 hour per week Monday to Friday which equates to a 7 hour to be accounted for with attendance hours of 9.00 a.m. to 5.00p.m. with one hour lunch between 1.00p.m. and 2.00p.m.

**Travel**

The holder of the office will be required to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification. They must be a competent driver and shall drive a motor car in the course of his/her duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. The Local Authority must be indemnified on their insurance.

**Garda Vetting**

Candidates may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

**Health**

For the purposes of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

**Residence**

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

**Annual Leave**

Annual leave entitlement will be 30 days per annum exclusive of public holidays and Good Friday.

**Retirement Age**

There is no mandatory retirement age for new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act 2004.



Persons, who are NOT new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act, 2004 and the Public Service Superannuation (Age of Retirement) Act 2018, are subject to a compulsory retirement age of 70 years.

With effect from 1st January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

## **Superannuation**

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of the net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

## **Application Process**

### **Application form**

Application forms are available on our website.

Completed applications forms must be submitted to [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie) or by post to Recruitment, Wicklow County Council, Station Road, Wicklow town, on or before the closing date of **6<sup>th</sup> February 2025 at 12 noon sharp**. Late applications or any amendments to applications will not be accepted.

### **Competencies for the post**

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these.

Please provide an example, giving consideration to the role and essential requirements outlined in the Candidate Information Booklet. **Responses should not exceed 600 words.** Please aim to provide your best evidence in this section, as the below information may be used for shortlisting and/or interview purposes.

**Key Competencies for the post of Senior Executive Engineer are set out as follows:**

- **Strategic Management & Change**
- **Delivering Results**
- **Performance Through People**
- **Personal Effectiveness.**

COMPETENCY	BEHAVIOURS
<p><b>STRATEGIC MANAGEMENT AND CHANGE</b></p>	<p><b>Strategic Ability</b>            Displays the ability to think and act strategically.            Can translate strategy into operational plans and outputs.            Evaluates capacity and performance against objectives.            Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p><b>Political Awareness</b>            Has a clear understanding of the political reality and context of the organisation.</p> <p><b>Networking and Representing</b>            Develops and maintains positive and beneficial relationships with a range of stakeholders.            Builds networks of technical and professional contacts.            Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p><b>Bringing about Change</b>            Demonstrates flexibility and an openness to change.            Develops and initiates change management programmes to meet end objectives.            Influences others and fosters commitment to change.</p>
<p><b>DELIVERING RESULTS</b></p>	<p><b>Problem Solving and Decision Making</b>            Can pinpoint critical information and address issues logically.            Understands the context and impact of decisions made.            Acts decisively and makes timely, informed and effective decisions.</p> <p><b>Operational Planning</b>            Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity.            Establishes high quality service and customer care standards.</p> <p><b>Managing Resources</b>            Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans.            Drives and promotes reduction in cost and minimisation of waste.</p> <p><b>Delivering Quality Outcomes</b>            Promotes the achievement of quality outcomes in delivering services.            Organises the delivery of services to meet or exceed the required standard.            Evaluates the outcomes achieved, identifies learning and implements improvements required</p>

<p><b>PERFORMANCE THROUGH PEOPLE</b></p>	<p><b>Leading and Motivating</b>          Motivates others individually and in teams to deliver high quality work and customer focused outcomes.          Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p>
<p><b>PERSONAL EFFECTIVENESS</b></p>	<p><b>Relevant Knowledge</b>          Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p><b>Resilience and Personal Well Being</b>          Demonstrates appropriate and positive self-confidence.          Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p><b>Integrity</b>          Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p><b>Personal Motivation, Initiative and Achievement</b>          Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties.          Engages in regular critical reflection in order to identify how own performance can be improved.</p>

## Selection Process

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Panels may be formed on the basis of such interviews.

**The Selection Process may include the following:**

- Short-listing of candidates on the basis of the information contained in their application;
- Preliminary interview, which may also include a presentation;
- Completion of an online questionnaire;
- Competitive interview, which may also include a presentation;
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.

*\* Please note that Wicklow County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.*

Before proceeding with this phase of the selection process you should satisfy yourself that you meet the minimum qualification criteria for the post as set out above. This will prevent you from incurring unnecessary expense in progressing in the competition.

## Short-Listing

Wicklow County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview.

The information you supply in the application form will play a central part of the shortlisting process. Wicklow County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, Wicklow County Council considers that it would be reasonable not to admit all the persons to the competition, Wicklow County Council may admit to the competition only persons who appear likely to it to attain in the competition a standard sufficient for selection and recommendation for appointment.

You will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an online questionnaire should this be included in the selection process. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. **Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.** The candidates shortlisted will be invited to attend for interview. **Interviews may be held in person or by online process through Microsoft Teams.** The Council will not be responsible for any expenses incurred by candidates in attending for interview.

## Interview Stage

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Wicklow County Council is satisfied that such person fulfils the requirements of the Regulations or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore for you to note, the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Wicklow County Council will not be responsible for refunding any expenses incurred.

Wicklow County Council may at its discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Wicklow County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Wicklow County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters

referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Wicklow County Council considers satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for interview.

### **Pre-Employment Checks**

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and may include Garda Vetting. The Council will invite those successful candidates who accept an offer to fill a vacancy to attend a medical assessment. References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

### **Panel**

Candidates whose names are on a Panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the Panel, be appointed as appropriate vacancies arise. The life of the Panel will be for one year from the date it is formed, it may be extended at the discretion of the Chief Executive.

### **Terms and Conditions**

Examples of some of the current Employee Benefits include:

- The Council's Blended Working Policy
- A range of Family Friendly Policies
- A staff Health Screening Programme
- Availability of a Cycle to Work Scheme
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Automatically entered into a pension scheme
- Access to the services provided under Wicklow County Council's Employee Assistance Programme

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than **one month** and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

Employment may be terminated by either side by giving at least one calendar months' notice. In the event that employment is terminated prior to the completion of any particular contract, the appointee shall co-operate with the Council in ensuring that all files/records are up-to-date and present in an acceptable manner.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should know that is a condition of the Collective Agreement that persons availing of the Scheme will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. Applicants will be required to declare whether they have previously availed of either of the above schemes.

**WICKLOW COUNTY COUNCIL RESERVES THE RIGHT TO SHORTLIST CANDIDATES IN THE MANNER IT DEEMS MOST APPROPRIATE.**

**Wicklow County Council will send an acknowledgement of your application in the weeks after the closing date of the competition. If you do not receive any confirmation, please contact [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie)**

**WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

# Frequently Asked Questions

## 1. *Who can I contact if I have a query in relation the Recruitment Campaign?*

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Wicklow County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie).

## 2. *What happens if I cannot attend a particular stage of the competition?*

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Wicklow County Council cannot change dates and times of any particular stage of the process.

## 3. *I have submitted my CV. What happens next?*

Wicklow County Council will carry out an eligibility check on all CV's to ensure that they meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post based on the information submitted on your application form, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a shortlisting process. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview/assessment. You will be contacted by email in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

## 4. *What happens on completion of the shortlisting process?*

Wicklow County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

## 5. *What happens after undertaking the final interview?*

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.

6. *How will Wicklow County Council communicate with me throughout the Recruitment and Selection Campaign?*

Wicklow County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form must be one that you can access at all times.

The onus is on the applicant to inform the Human Resources Department of any change in postal address, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie)

The onus is on each applicant to ensure that s/he is in receipt of all communication from Wicklow County Council. Wicklow County Council accepts no responsibility for communication not accessed or received by an applicant.



[www.wicklow.ie](http://www.wicklow.ie)



[wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie)



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