



An Roinn Gnóthaí Eachtracha agus Trádála

Oifig na bPasanna, Teach Knockmaun, 42-47 Sráid an Mhóta Íochtarach,
Baile Átha Cliath 2 D02 TN83

Department of Foreign Affairs and Trade

Passport Office, Knockmaun House, 42-47 Mount Street Lower, Dublin 2 D02 TN83

Our Ref: FOI/REQ/2018/001

Sarah Burns,
The Irish Times.

29th January, 2018.

Dear Ms. Burns,

I refer to the request which you have made under the Freedom of Information Act 2014 for access to records held by this Department, as follows:

'Specifically I am looking for the total amount paid out on overtime annually for 2015, 2016 and 2017 at the offices in Dublin and Cork and to many staff, as well as the grade of this staff (salary or wage)'

I am the Deciding Officer in this case. I have made a decision to part grant your request. I must refuse to grant information on the number of staff as well as the grade of this staff (salary and wage) under Section 15(1) (a) of the Freedom of Information Act, 2014, which states that an FOI request may be refused if:

'the record concerned does not exist or cannot be found after all reasonable steps to ascertain its whereabouts have been taken'

The information below refers to overtime figures across the Passport Service, which includes the Balbriggan, Cork and Mount Street offices.

Overtime in the Passport Service

2015	€233,182
2016	€382,506
2017	€359,833

Overtime

In 2011 the amount paid in overtime was €762,119. Over the last number of years the Department has made stringent efforts to reduce its overtime bill, for example by using a larger number of temporary staff in the Passport Service during the peak production period in preference to premium overtime rates. This has managed to reduce the overall cost of Passport Service overtime in recent years.

The Passport Service has continued to experience a high level of demand for passports in 2017. Due to the relocation of the Passport Office to Lower Mount St in February 2016, the temporary clerical officers started later than normal – mainly in March and April. This timeline, as well as the increase in demand, contributed to an increase in the level of overtime worked over previous years.

The overtime was deemed as necessary as there were challenges in meeting target turnaround time for passport applications. Officers in the following grade are eligible to apply for overtime – Clerical Officer, Staff Officer, Executive Officer, Higher Executive Officer. The Passport Office does not compile data on the breakdown of how overtime was incurred by grade, however, the majority of those availing of overtime were at Clerical Officer level.

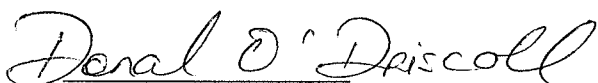
Overtime is used to processes passport applications only. It is not used for other Passport Service tasks.

Right of Appeal

Should you wish to appeal this decision, you may do so in writing to the Freedom of Information Unit, Department of Foreign Affairs and Trade, 76-78 Harcourt Street, Dublin 2, D02 DX45 or by email to foi@dfa.ie. A fee applies for an appeal for access to non-personal information; the level of this fee has been set at €30. For methods of payment, please contact FOI Unit at foi@dfa.ie, or 01-4082857.

You should make your appeal within 4 weeks (20 working days) from the date of this notification. However, the making of a late appeal may be permitted in appropriate circumstances. The appeal will involve a complete reconsideration of the matter by a more senior member of the staff of this Department.

Yours sincerely



Donal O'Driscoll
Passport Service