



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/2016/095

Sarah Burns

20th July

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:

Regarding overtime at the passport office on Lower Mount Street, I am looking for the amount paid out on overtime for 2015 and to how many staff, as well as the grade of this staff (salary or wage). I am also looking for the same figures so far for 2016.

I refer also to the acknowledgement of your request which was sent to you on 14th July.

The information requested is set out below:

Overtime in Mount Street Passport Office

2015	€65,214
2106 (as of 18 July)	€70,317

Overtime

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 experienced a high level of demand for passports in 2016. Due to the relocation of the Passport Office to Lower Mount St in February of this year, 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 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. Information on the breakdown of how overtime was incurred by grade is not available, 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.

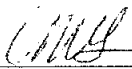
For the remainder of 2016, the Department does not expect a need for significant additional recourse to overtime.

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 or by email to foi@dfat.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@dfat.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



Catherine Bannon
Passport Service