



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/2016/153

Sarah Burns

19th October, 2016.

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 looking for the amount paid out on overtime annually for 2011, 2012, 2013, 2014 and 2015 at the passport office and to how many staff, as well as the grade of this staff (salary or wage). Also the same figures so far for 2016'.

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, as this information is not available.

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

2011	€762,119
2012	€228,723
2013	€86,871
2014	€260,660
2015	€233,182
2016	€382,506

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.

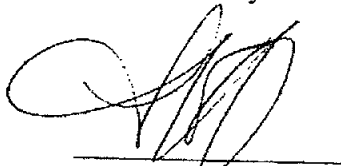
The overtime was deemed as necessary as there were as there were challenges in meeting target turnaround time for passport applications. Officers in the following grade are eligible to apply for overtime – Clerical Officer, Staff Officer, Executive Officer, Higher Executive Officer. Information on the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

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



Teresa McHugh
Passport Service